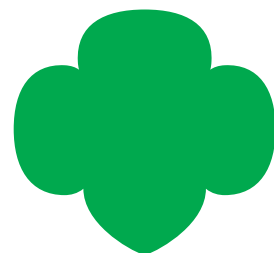




Volunteer Essentials

#WhereGirlsConnect



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Chapter 1: Welcome

Welcome to the great adventure of Girl Scouting. Thanks to volunteers like you, generations of girls have learned to be leaders in their own lives and in the world.

Volunteer Essentials is a reference for you to use as needed. When you have a question, simply look up the topic in the Table of Contents or Index, and you'll find your answer. Think of *Volunteer Essentials* as your encyclopedia to Girl Scout volunteering; it's here when you need it, but there's no need to read it all today.

Council Offices

You may find that you have questions for which you need more clarification or assistance. Girl Scouts Nation's Capital, of which you are a part, has a staff eager and ready to assist you in your volunteering endeavors. Please feel free to call or email staff members. We have six offices for your convenience.

Main office

4301 Connecticut Ave., NW, Suite M-2
Washington, DC 20008
Website: www.gscnc.org

Phone: 202-237-1670
Toll Free: 800-523-7898

Satellite Offices

To better serve our wide geographic area, our Council operates the following satellite offices:

Germantown, MD

20201 Century Boulevard Suite 100
Germantown, Maryland 20874
Phone: 301-978-3865

Martinsburg, WV

153 McMillan Court
Martinsburg, WV 25404
Phone: 304-263-8833; 888-263-8834 (toll free)

Kingstowne, VA

5680 King Center Dr., Suite 110
Kingstowne, VA 22315
Phone: 571-642-0253

Brandywine, MD

7704 Matapeake Business Drive, Suite 220
Brandywine, MD 20613
Phone: 301-861-5860; 800-834-1702 (toll free)

Manassas, VA

10432 Balls Ford Road
Suite 140
Manassas, VA 20109
Phone: 703-777-5644

We Are Girl Scouts

Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-led leadership development organization for girls in the world and a member of the World Association of Girl Guides and Girl Scouts (WAGGGS)– a sisterhood of close to 10 million girls and adults in 150 countries.

Our Mission and Vision

Girl Scouts builds girls of courage, confidence, and character, who make the world a better place. We strive to be the premier leadership organization for girls, and experts on their growth and development.

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

**Girl Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs.*

Note: As a volunteer, it's your responsibility to be sensitive to the spiritual beliefs of the girls in your group and their families and to make sure they feel comfortable and included in Girl Scouting.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

More than 2 Million Strong

We are urban, rural, and suburban. We are in schools, churches, temples, mosques, public housing, foster homes, and detention centers. We are in virtually every zip code and in 92 countries around the world.

1.7 million girls 5 to 18 years of age
17,000 Girl Scouts overseas
750,000 adult volunteers
Over 50 million alumnae
112 Councils throughout the United States

Who Can Join Girl Scouts?

Girl Scouts is about sharing the fun, friendship, and power of girls to make the world a better place. Any girl—from kindergarten through 12th grade—can join Girl Scouts. Girl Scout volunteers are also a diverse group—you may be a Girl Scout alumna working on a community-action project, a parent eager to spend quality time with your daughter, or any responsible adult that has passed the necessary screening process looking to help prepare girls for the day when they'll lead—however and wherever they choose.

Girls and volunteers must adhere to the Girl Scout Promise and Law and pay the annual membership dues of \$25 to register as a member of Girl Scouts of the USA (GSUSA). GSUSA membership dues are valid for one year from October 1 – September 30; adults may also choose to purchase a lifetime membership when registering. One hundred percent of membership dues are used to support the national organization and further the Girl Scout movement.

Girls at Every Grade Level

After girls join, they team up in the following grade levels:

- Girl Scout Daisy (grades K–1)
- Girl Scout Brownie (grades 2–3)
- Girl Scout Junior (grades 4–5)
- Girl Scout Cadette (grades 6–8)
- Girl Scout Senior (grades 9–10)
- Girl Scout Ambassador (grades 11–12)

Girl Scout Troops

The richest Girl Scout experience is through a troop, although many girls come to Girl Scouting through camp, travel, and events, and all are part of the Girl Scout family. The Girl Scout troop is the best way for girls to learn about themselves, grow in a community with others and make a difference in the world. With larger troops more possibilities exist for friendships and diverse activities. The size of a newly forming Girl Scout troop must have no fewer than 12 openings. This ensures that each troop starts with a strong community of sisterhood. Existing troops should be no smaller than six girl members. Senior and Ambassador troops may be exempted from this minimum requirement.



Girl Scouts' Organizational Structure

Girl Scouts is the world's largest organization of and for girls, currently encompassing 1.7 million girl members and approximately 750,000 volunteers. For information and resources you can use to help your girls, there are three tiers you can turn to – the worldwide sisterhood, the national organization, and our Council.

National Organization and Worldwide Sisterhood

The national office of Girl Scouts of the USA (GSUSA), located in New York City, employs roughly 300 employees. GSUSA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS). On the GSUSA website, www.girlscouts.org, you can find a wealth of resources for both girls and volunteers.

Global Girl Scouting ensures that girls have increased awareness about the world, cross-cultural learning opportunities, and education on relevant global issues that may inspire them to take action to make the world a better place. Visit Global Girl Scouting, www.girlscouts.org/who_we_are/global for additional information.

Since 1925, USA Girl Scouts Overseas (USAGSO), a division of Global Girl Scouting, has helped ease the transition for American families relocating overseas by offering the familiar traditions and exciting opportunities of Girl Scouting to girls abroad. USAGSO now serves thousands of American girls living overseas, as well as girls attending American or international schools.

Our Council – Nation's Capital

The Girl Scout Council of the Nation's Capital, chartered by the national organization, was formed in 1963 through the merger of five local councils. The Council is a not-for-profit corporation and is incorporated under the laws of the Commonwealth of Virginia.

Today, our Council, also referred to as Girl Scouts Nation's Capital, serves approximately 60,000 girls in the District of Columbia, Maryland, Virginia, and West Virginia. See page 5 for a map of our Council.

Board of Directors

Our Council is directed by a volunteer board of directors, which is composed of Girl Scout volunteers and community leaders from a cross-section of the Council. An active Council Nominating Committee presents a slate of candidates at each Council Annual Meeting that ensures that the total board reflects a balance representing all facets of the Council. The Board of Directors includes an officer team consisting of the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Assistant Treasurer, and 21 members-at-large, two of whom are girls.

Service Unit Delegates

Service units select delegates and alternate delegates—members 14 years of age and older—who serve in an advisory capacity to the Board. Each service unit is allotted one delegate for every 200 girl members based on the previous year's membership. Delegates represent the service unit at our Council Forums and the Council Annual Meeting in April and suggest ways to enrich Girl Scouting in the community, within our Council, and within the national organization.

Your Support Team

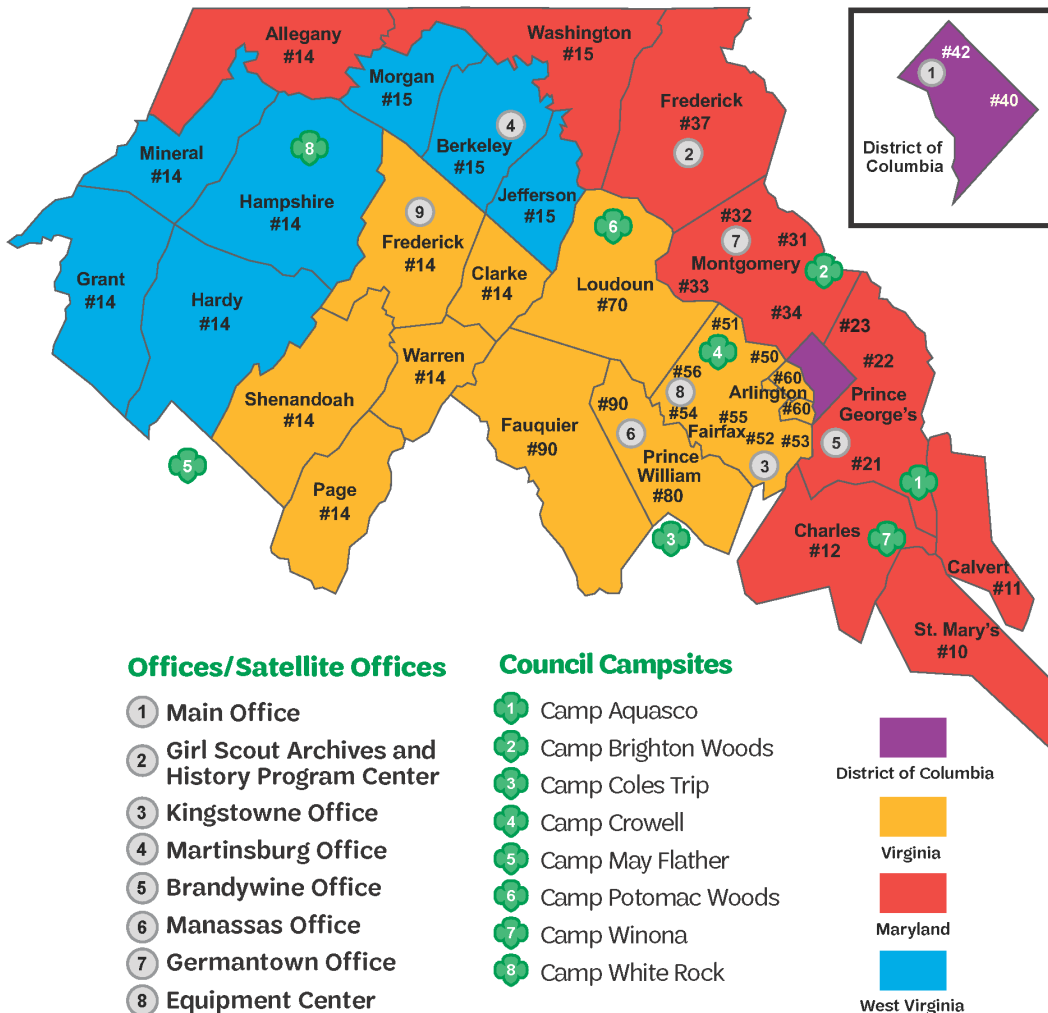
Associations

The Council is divided into 26 associations. An association's purpose is to oversee the health of Girl Scouting in its region. Each association has a volunteer team that works with the service units in its area to set goals to achieve or maintain Girl Scout recruitment, program, visibility, and more. Each association is led by a chair and assistant chair selected from association members with the assistance of the area membership manager. They serve three-year terms with an option of an additional three-year term. The chair and assistant chair are supported by an association team, which includes but is not limited to SHARE chair, cookie manager, fall product chair, recognitions chair, association training manager, local press representation, and representation from each service unit.

The association teams are responsible for annually evaluating the overall health of the association as it relates to membership, program opportunities, volunteer participation, product programs, annual giving, financial assistance and girl and volunteer recognitions, and identify priorities and implement action plans to meet the association's priorities.

The associations have a numerical and geographical description.

- 10 – St. Mary's County
- 11 – Calvert County
- 12 – Charles County
- 14 – Shenandoah Region Southwest
- 15 – Shenandoah Region Northeast
- 21 – Southern Prince George's
- 22 – Central Prince George's
- 23 – Northern Prince George's
- 31 – Georgia Crossing
- 32 – Northern Montgomery
- 33 – Heart of Montgomery
- 34 – Montgomery Crescent
- 37 – Frederick County
- 40 – DC East
- 42 – Central City – Friendship
- 50 – Ashgrove East
- 51 – Ashgrove West
- 52 – South Central Fairfax
- 53 – Mount Vernon
- 54 – Central Fairfax County
- 55 – Little River
- 56 – Difficult Run
- 60 – Arlington/Alexandria
- 70 – Goose Creek
- 80 – Ports of Prince William
- 90 – Piedmont



Service Units

In order to better support members, each association is further divided into service units. A service unit is composed of all troops that *meet* within its geographical jurisdiction. Service unit managers (SUMs) are volunteers who support their respective service units.

There are approximately 140 service units in our Council. Service unit managers appoint troop leaders and host monthly service unit meetings. They also appoint a team of volunteers that oversee other aspects such as recruitment, money management and more. Our Council, through area membership managers, can alter service unit boundaries in the pursuit of the best support for girls, leaders, and troops.

Service Unit Team Structure

Service Unit Teams start with a strong “inner core” of volunteers who keep the community growing. The “outer core” of service unit team members provides financial literacy programs and opportunities for philanthropy. Then, the “outer layer” of service unit volunteers brings robust program offerings, adult appreciation, strong communication, and increased democratic representation.

INNER CORE – Keeps the community growing!
SU Managers
SU Money Manager
SU Registrar
SU Troop Organizers
SU Welcome Specialist
OUTER CORE – Supports financial literacy!
SU Cookie Manager
SU Cookie Booth Coordinator
SU Fall Product Chair
SU SHARE Leader
SU Encampment Coordinator
OUTER LAYER – Makes Girl Scouting great!
SU Adult Educator
SU Communication Chair
SU Delegate, Alternate
SU Event Chair(s) (Thinking Day, Parade, Brownie Skills Day, Sock-Hop, etc.)
SU Recognition Chair



Council Services

Nation's Capital Staff

The Council has a staff committed to our volunteers' success. There is a membership specialist assigned to each service unit. They are responsible for supporting members in a specific geographic area, usually comprised of four service units. To learn who your membership specialist is, contact the Council office near you (see page 5).

Please call or email your membership specialist if you:

- do not have a service unit manager
- need to better understand service unit team roles
- need help solving problems in the service unit

For general questions and inquiries, you can contact our Customer Care department at 202-274-3327, or customercare@gscnc.org.

If you have questions related to a specific topic or department, you may call:

Camping Services	202-534-3793
Product Program	202-274-3333
Program	202-274-2170
Marketing and Communications	202-274-3307
SHARE	202-534-3785
Shop	202-274-3312
Registration	202-274-3327
Training and Adult Recognition	202-534-3776

Retail Operations

All of our Council shops contain Girl Scout merchandise and a large variety of our Council-specific items. Parents and volunteers may purchase uniforms and accessories, earned awards, resource publications, recognitions, gifts and many other items. To view current catalogs, shop locations and hours of operations visit the shop webpage: www.gscnc.org/en/council/shop.html

Main Girl Scout Shop

Located at our main office at
4301 Connecticut Ave., NW, Suite M2
Washington, DC 20008
202-274-3312

Hours (Labor Day to Mid-June):

Mondays-Wednesdays and Fridays: 9:00 AM - 5:00 PM

Thursdays: 9:00 AM - 8:00 PM

Saturdays: 10:00 AM - 4:00 PM

Summer Hours (Mid-June to Labor Day):

Mondays – Fridays: 9:00 AM - 5:00 PM

Closed on Saturdays

Seasonal Satellite Girl Scout Shops

The schedule for the satellite shops can be found at www.gscnc.org/en/council/shop.html

Martinsburg Girl Scout Shop

Located at our Martinsburg office: 153 McMillan Court, Martinsburg, WV 25404 Phone: 304-263-8833

Centreville Girl Scout Shop

Located at 5946 Centreville Crest Lane, Centreville, VA 20121 Phone: 703-266-4437

Germantown Girl Scout Shop

Located at our Germantown office: 20201 Century Blvd., Suite 100, Germantown, MD 20874 Phone: 301-987-8718

Online Girl Scout Shop

For your convenience, we have an online shop. The full Girl Scout assortment, plus a collection of our own Council merchandise can be found at: www.girlscoutshop.com/NATIONS-CAPITAL-COUNCIL

Alternative options to place your order

- Phone: call 202-274-3312 to place an order.
- Email: gsshop@gscnc.org
- Mail: Girl Scout Shop, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008

Additional Shop Information

Purchases of troop items are not taxable. Tax is charged for personal items, such as uniforms and gifts unless payment is made from troop funds. Refunds will be made only when accompanied by a receipt. Without a receipt, only exchanges can be made. No refunds or exchanges are available on clearance, discounted, or discontinued items.



Girl Scout Logo and Council Lock-up Usage

- Girl Scouts Nation's Capital grants permission for use of the Girl Scout Nation's Capital lock-up (logo) on printed materials distributed for the purposes of membership recruitment, troop websites, flyers and publications, service unit and association business, and girl and adult volunteer recognition and training.
- Use of the Girl Scout council lock-up or trademark elements on merchandise is not permitted.
- Use of the Girl Scouts logo on banners and other signage must be approved by the Marketing and Communications manager.
- Unauthorized usage of the Girl Scout name and logo may result in diminished value of the Girl Scout brand. To ensure optimum brand identity, we need to be clear and consistent about the messages our products and designs convey to Girl Scouts, non-Girl Scouts and potential Girl Scouts. Therefore, everyone in Girl Scouting has a role in protecting the Girl Scout name and trademarks (name, images, and profiles) against unauthorized, inconsistent and unlicensed use.
- If you have any questions for print publications, please contact the Marketing and Communications manager.

Working with the Media

Local Press Representatives

Our Council has a dedicated Local Press Representative team of volunteers who work to promote positive Girl Scout Stories from their service unit to local media. If you are interested in filling this role, please contact your service unit. Local media includes: weekly and monthly community newspapers, geographically focused social media (i.e. NoVA Moms, NextDoor), cable access channels, and hyper local news websites like the Patch.

Regional Media

The Council maintains relationships with region-wide media, often daily. This includes all Washington DC television and radio stations, daily and monthly publications such as: The Washington Post, the Washington Times, Examiner, Washingtonian; and the Washington Business Journal. Volunteers may not contact these outlets directly and should work with the Council's Marketing and Communications department to pitch Girl Scout stories. If you are contacted by a daily, region-wide media outlet, (see above), please notify the Council's Marketing and Communications department (202-274-3307).

National Media

Girl Scouts of the USA maintains relationships with national media outlets, such as NY Times, Wall Street Journal, network TV and news. Inquiries from these outlets should be forwarded to the Marketing and Communications department.

Crisis Communications

We respectfully ask, if dealing with a crisis situation involving Girl Scouts, refer media to the Council Marketing and Communications department (202-274-3304)



Chapter 2: Getting Started

With your help, girls identify issues they care about and work together to resolve them. Your interests and life experiences make you the perfect person to partner with girls. You will create a safe environment and assist each girl in working toward her highest aspirations. Have no doubt: you, and nearly one million volunteers like you, are helping girls make a lasting impact on the world.

Become an Adult Volunteer

To become a volunteer in Girl Scouts, go to www.gscnc.org and click on "Volunteer" and then "Become a Volunteer". The various pieces of the registration process are listed within the next few pages. If you have questions about getting started, contact us at membershipsupport@gscnc.org or 202-274-3322.

Your Volunteer Role

Think of your skills and experience. Were you an "outdoorsy" person at one point and ready to get outside again? Are you eager to help girls build financial literacy skills? Whatever your interests are, taking on a role as a Girl Scout volunteer will bring out the best in you and help you contribute to the leadership development of your girls. Below are troop committee roles to consider. **A troop must have at least two registered volunteers willing to lead the troop, and a third person who will serve as the troop money manager, in order to get started.** Refer to page 14 for a description of each role.

- Troop Leaders (2)
- Troop Money Manager
- Troop Cookie Manager
- Troop Fall Product Chair
- Troop First Aider
- Troop Cookout or Cookout & Campout Qualified Volunteer
- Troop SHARE Chair
- Troop Driver and Chaperone
- Additional "Friends and Family" roles

Membership

All troop committee members must register as members of the Girl Scouts of the USA (GSUSA) by paying the annual membership dues of \$25. Volunteers in all roles are expected to join the Girl Scout movement and register as members, too. GSUSA membership dues are valid for one year from October 1 – September 30. Adults may also purchase lifetime memberships through My GS Sign In.

My GS Sign In

The Girl Scout virtual community gives members the ability to manage their account information, access troop training, and use troop planning resources. Volunteers will be prompted via email to create a login for this portal. Volunteers may log in to their Member Profile, Volunteer Toolkit, and gsLearn on www.gscnc.org by clicking on "MY GS SIGN IN" on the top menu bar.

Volunteer Background Screening

After registering and selecting a qualifying role, volunteers will receive an email invitation from theadvocates@sterlingvolunteers.com prompting them to complete a background check with Sterling Volunteers, our background screening vendor. A background screening process establishes safety for our girl members and protection for our adult members. Refer to the following section for possible disqualifications.

The following troop and service unit roles must complete a criminal background check before volunteering:

Troop Committee

- troop leaders (minimum of two unrelated registered volunteers)
- money manager
- cookie manager
- fall product chair
- first aider
- cookout and/or campout qualified volunteer
- SHARE chair
- driver and chaperone

Service Unit Team

- service unit manager
- troop organizer
- registrar
- money manager
- cookie manager
- fall product chair
- SHARE chair
- adult educator
- welcome specialist

The processing fee for each individual is **\$8.25**, and financial assistance is readily available. The overall screening process will typically take 2-3 business days, but could take up to a week depending on your location. Please plan accordingly and complete your background screening well in advance of any trips, events, or activities.

Providing false information on the application, including social security number and/or date of birth, is grounds for automatic exclusion from participation regardless of the results of the search. Girl Scouts Nation's Capital has no control over the information maintained by the reporting agencies and cannot be liable to any person or entity for the information provided by a reporting agency or its agents, and cannot be liable for any actions taken in reliance on such information. Any applicant who desires to contest the information provided by Sterling Volunteers may contact The Advocates at 1-855-326-1860 or theadvocates@sterlingvolunteers.com.

What Does Screening Cover?

The screening completed by our vendor, Sterling Volunteers, includes the following services:

- Social Security Trace
- The 50 State DOJ Registered Sex Offender Registry
- The Government Watch List Search, conducted using documentation provided by the US Treasury's Office of Foreign Assets Control ("OFAC")
- The Advanced Criminal Record Locator Search (local and national)

Rescreening

The Council reserves the right to rescreen for the duration of your volunteer service with Girl Scouts Nation's Capital. Each year, 10% of volunteers that hold a position that requires a background check will be randomly selected to be rescreened. Those selected for rescreening will be prompted to complete the background check for the upcoming year.

High Level Security Clearance

If you already hold a current high-level security clearance you are still required to complete the background screening through Sterling Volunteers. We are not able to obtain or access clearance statuses from other organizations or agencies.

Eligibility for Volunteer Participation

The decision whether to exclude altogether or limit a prospective volunteer's participation is exclusively within the discretion of Council staff. Regardless of the background screening results, Council management retains exclusive discretion to exclude or limit an applicant's participation. Any Girl Scout volunteer who is formally accused of, charged with, or under investigation by authorities for any automatically disqualifying offense (or offenses which might result in disqualification) will not be allowed to volunteer until disposition of the charge.

The following guidelines shall apply if Girl Scouts Nation's Capital learns through the screening process or other means that a prospective volunteer has at any time been convicted of, pled guilty to, has received deferred adjudication for, or has pled "no contest" to one of the following crimes under the laws of any state or the federal government:

1. **Automatic Disqualification for any felony offense, regardless of type and/or if the applicant is a registered sex offender.**
2. **Possible Disqualification** for all misdemeanors and infractions which will be handled on a case by case basis and may result in disqualification or conditional approval. Factors to be considered in making such determinations include, but are not limited to:
 - Nature and severity of the conduct
 - Frequency of the conduct
 - Length of time since the conduct occurred
 - Relationship between the incident and the type of service the individual will provide
 - Likelihood that the incident would prevent the individual from performing her or his responsibilities in a manner consistent with the safety and welfare of girls
 - Age of the individual at the time of the incident
 - Individual's employment and or volunteer history
 - Mishandling of troop bank accounts and/or misappropriation of troop funds
 - Debt to Council including but not limited to product programs, default on Council loans, bounced checks or payments

Confidentiality

Girl Scouts Nation's Capital will maintain the confidentiality of all criminal background search information contained in reports from Sterling Volunteers. The volunteer's clearance status will be shared with staff or volunteers only as needed. The reasons for a disqualification will always remain confidential.

Child Abuse Accusations

In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse after becoming approved as a volunteer, the volunteer so accused is required to suspend all Girl Scout activities and turn over all monies, materials, and records to a designated representative of the Council until the matter is resolved.

Registered Sex Offenders

Registered sex offenders are expressly prohibited from serving as Girl Scout volunteers in any capacity. Those living in households with registered sex offenders may not host girls or Girl Scout related activities in their household and must uphold restrictions barring sex offenders from locations where children may gather.

Get Trained

All volunteers must be adequately prepared for their position. Training will help you feel more comfortable and empowered to try new things with your girls. Adult education in Girl Scouts is typically free, but Training Grant Applications are available for any fee-based courses (see page 35).

To register for courses, log into gsLearn through My GS Sign In on www.gscnc.org. Below is a chart with volunteer positions and the associated required training:

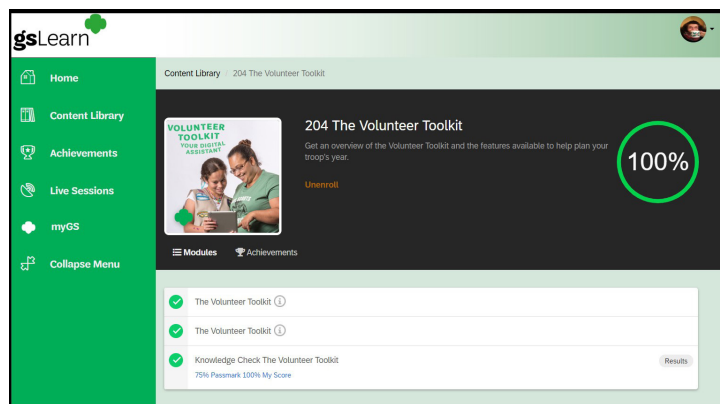
Troop Position	Training Needed
Troop Leader	Program Level Learning Path in gsLearn
Troop First Aider	Level One First Aid and AED, including CPR, Adult & Child (both are to be re-certified every two years)
Cookout Qualified Volunteer	Basic Cookout
Camp Qualified Volunteer	Cookout & Campout Learning Path in gsLearn
High Adventure Volunteer	<ul style="list-style-type: none">• Council-approved class or current Instructor certification for Kayak, Canoeing, Low-Ropes, Archery, etc.• Any additional certifications as listed in Safety Activity Checkpoints
Troop Money Manager	Annual training by Service Unit Money Manager
Troop Fall Product Chair	Online tutorials and annual in-person meeting with SU Fall Product Chair
Troop Cookie Manager	Online tutorials and annual in-person meeting with SU Cookie Manager
Troop SHARE Leader	Annual training by SU SHARE Leader
Service Unit Position	
SU Manager	Service Unit Manager Training (re-take every 3 years)
SU Encampment Coordinator	SU Encampment Coordinator Training
SU Cookie Manager & Booth Coordinator	Annual training by Association Cookie Leadership Team
SU Money Manager	Annual Council-wide webinar
SU SHARE Chair	Service Unit SHARE Chair Training in gsLearn
SU Welcome Specialist	Annual Council-wide webinar
SU Fall Product Chair	Annual training by Association Fall Product Chair
SU Registrar	Annual Council-wide webinar
Troop Organizer	Annual training by Membership Specialist
Association or Council Position	
Association Chair and Assistant Chair	Materials and briefing by Second VP & Chief Operating Officer
Association Cookie Manager	Annual training by the Product Program Staff
Cookie Cupboard Manager	Annual training by the Product Program staff
Volunteer-led Day and Twilight Camp Directors	Annual roundtable with Camping Department
Adult Educator	Adult Facilitation and Presentation Skills

gsLearn

We are committed to providing the proper tools and guidance for everyone to be a successful volunteer, which is why a new leader's first stop should be gsLearn.

gsLearn is an online learning management system that gives volunteers just-in-time training, both online and in-person learning opportunities, and the ability to track all their accomplishments. Volunteers can learn at their own pace, access additional resources, and repeat information when needed. It is the centralized location for training and the best place to find the information and resources you are looking for.

If you are a registered member with a background check and a valid email, you can access gsLearn at www.gscnc.org by clicking on "MY GS SIGN IN" and selecting gsLearn.



Your Service Unit Support Team

Every troop is part of a service unit. The service unit volunteers listed below help troop leaders with the following:

Service Unit Manager:

- Convenes a monthly service unit meeting **that troop representatives must attend**
- Appoints and oversees troop leaders and other volunteers in the service unit
- Approves outside money-earning activities
- Approves trips lasting longer than 3 nights, or international trips
- Answers questions and provides support
- Can help you with a parent problem and provide mediation
- Can assist at troop meetings, if able

Service Unit Troop Organizer:

- Recruits parents and girls from their assigned school, community, or house of worship
- Helps connect each girl, family, and volunteer with a troop
- Can suggest or help arrange a meeting location
- Can assist with a parent meeting
- Can assist at troop meetings, if able

Service Unit Registrar:

- Serves as the "local expert" or consultant for troops on how to register using online system
- Supports Spring Renewal (Early Bird) of troops in the service unit

Service Unit Money Manager:

- Helps the troop money manager and leaders open and change troop checking accounts and is a signer on every troop account in the service unit
- Collects bank statements and receipts from troop leaders and does a troop account "audit"
- Trains troop money managers annually

Service Unit Welcome Specialist:

- Conducts welcome sessions, connects volunteers with service unit team and provides support for new volunteers
- Provides a roster of service unit team members who will support your troop
- May appoint new troop leaders

Your Troop Committee

Every family volunteers in Girl Scouting, so ensure all families are asked to get involved in the troop committee. Here is a list of volunteer positions to ensure the girls have the best experience. Learn more about these roles in the New Leader Passport and in your gsLearn training.

Reminder: A minimum of two troop leaders can get a troop started, as long as they both select a leadership role. A third volunteer must be troop money manager to start a troop.

Troop Leaders:

- Encourage girls to build confidence while trying new things
- Coordinate a team of volunteers and helps everyone contribute
- Require membership registration, background screening, and Program Level training for girl safety

Troop Money Manager:

- Helps open and manage the troop checking account (required) and maintains financial integrity
- Engages the girls in goal setting and budgeting
- Requires membership registration, background screening, and training

Troop Cookie Manager:

- Seasonal position; helps girls set and achieve goals through the Cookie Program
- Requires membership registration, background screening, and training

Troop Fall Product Chair:

- Seasonal position; organizes and facilitates the Fall Product Program
- Requires membership registration, background screening, and training

Troop First Aider:

- Maintains current certification in first aid, AED, and CPR (see page 71 for training requirements)
- Requires membership registration, current certification, and background screening (see page 72 for healthcare occupations that qualify as first aiders)

Troop Cookout or Cookout & Campout Qualified Volunteer:

- Supports the troop in outdoor cooking and/or overnight camping
- Helps girls plan, prepare, and enjoy outdoor experiences
- Requires membership registration, background screening, and a one-time training

Troop SHARE Leader:

- Ensures all family members have the opportunity to donate through the annual giving campaign
- Helps achieve a service unit goal
- Requires membership registration, background screening, and training

Troop Driver and Chaperone:

- Supports the troop by managing logistics for girl-identified field trips and service projects.
- Requires membership registration and background screening

Additional “Friends and Family” roles with no background screening:

Snack Parents:

- Especially with younger troops, parents help bring nutritious snacks to troop meetings
- One parent could even offer to schedule (and delegate) all the snacks for the year

Service Unit Meeting Representative:

- Attends monthly service unit meetings and reports back on upcoming events and opportunities.

Troop Celebration Coordinator:

- Works with the girls to plan ceremonies and celebrations for the troop

Girl-to-Volunteer Ratios

Girl Scouts' girl-to-volunteer ratios show the minimum number of adult volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one volunteer must respond to an emergency, a second volunteer is always on hand for the rest of the girls.

	Troop Meetings		Events, Travel, and Camping	
	Two unrelated troop leaders (at least one of whom is female) for this number of girls:	Plus one additional troop leader IN ATTENDANCE for each additional number of this many girls:	Two unrelated registered background screened volunteers (at least one of whom is female) for this number of girls:	Plus one additional registered background screened volunteer for each additional number of this many girls:
Girl Scout Daisies (grades K–1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2–3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4–5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6–8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9–10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11–12)	30	1-15	24	1-12

In addition to the girl-to-volunteer ratios, please remember that adult volunteers must be at least 18 years old.

We know there are instances where **multi-level troops** occur. A multi-level troop that meets in one room must have a girl-to-leader ratio appropriate for the youngest program level, including at least one trained troop leader for each program level.

Multi-level troops that meet in multiple rooms must provide the minimum girl-to-leader ratio in each room because no adult can be alone with girls at any time.

Letting Girls Lead

Girl Scout troops use democratic systems of governance so all members can express their interests and share in the planning of activities. Kindergarteners through seniors in high school gain confidence and leadership skills when given the opportunity to lead their activities, cooperate with others, and learn by doing instead of by observing. The following are some sample formats troops might use for girl-led governance:



Circle or “Ring”: While sitting in a circle, girls create a formal decision-making body to express their ideas. You play an active role in facilitating discussion and helping them plan. Girls often vote to finalize decisions.



Patrol or Team System: Large troops may divide into small groups, with every member playing a role. Teams of four to six girls are recommended so that each girl gets a chance to express her opinions.

Executive Board: (Also called a steering committee) One leadership team makes decisions for the entire troop, usually with a president, vice president, secretary, and treasurer that hold their own meetings. Girls rotate roles throughout the year.

Town Meeting: Business is discussed and decisions are made at meetings attended by all the girls in the troop. Your role is to act as a moderator, who makes sure everyone gets a chance to talk and that all ideas are considered.

Holding Troop Meetings

Troops meet regularly, generally at least twice a month. The frequency is up to you and the girls. Troops can meet just about anywhere, as long as the location is safe, easily accessible to girls and volunteers, and within a reasonable commute.

Where a troop meets determines the service unit assignment and the volunteer service unit support team that troop leaders will work with. A Site Safety Checklist is needed by the service unit manager when troops meet in a non-public place to ensure safety of the troop.

Parts of a Meeting

Many volunteers find it helpful to think of meetings having six parts, as outlined below and in your gsLearn training. However, feel free to structure the meeting in a way that makes sense for you and the girls.

It's a good idea to set ground rules at the beginning of the year. What do the girls think is appropriate meeting behavior to respectfully share and hear each other's ideas? These points can also be used as part of a behavioral agreement form if necessary (see page 24).

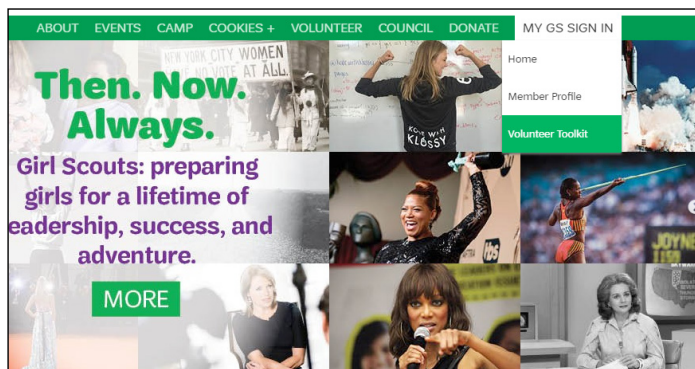
Start-up	Start-up activities are planned so that when girls arrive at the meeting, they have something to do until the meeting begins.
Opening	The opening of the meeting allows girls to get focused. Most troops begin with the Girl Scout Promise and Law and then add a simple flag ceremony, song, game, story, or other ceremony designed by the girls.
Business	Troop business may include taking attendance, collecting dues, making announcements, and planning an upcoming event or trip. This is a good time for girls to take turns leading, especially as they grow up. (Some troops may move the business portion of the meeting to an earlier or later slot.)
Activities	Activities will depend on what the girls want to do in their troop and their interests. As you engage in one of the National Leadership Journeys or badge activities, review the resources for activity ideas. If girls choose to include snacks during their meetings, guide them to consider the health of a potential snack, as well as possible food allergies.
Clean-up	Clean-up is a great habit for girls to get their meeting space back to the way it was when they arrived—maybe even cleaner. Girls can also take leadership of the cleaning themselves, deciding who does what, possibly with a kaper chart (a chore chart that lists all the chores and assigns girls' names to each).
Closing	The closing lets the girls know that the troop meeting is ending. This could include a friendship circle, singing a song, sharing a thought or idea, or other activity.

Volunteer Toolkit

The Volunteer Toolkit (VTK) is an innovative web application that helps leaders run and facilitate engaging troop meetings. VTK can help you create a year plan, set your meeting calendar to include locations, dates, and times, email families, and explore all the new badges and Journeys. Leaders can customize meetings, view materials lists, plan according to Girl Scout milestones, reference meeting aids, and choose engaging activities as a girl-led troop.

To access the Volunteer Toolkit and make changes to the VTK functions, a volunteer must be a **currently registered adult** and an **approved troop leader** for the troop.

Go to www.gscnc.org, and click on the “MY GS Sign In” tab to enter your login information. If you need assistance accessing VTK, please contact Customer Care at customercare@gscnc.org. For more information on VTK, watch the Volunteer Toolkit tutorials on gSLearn.



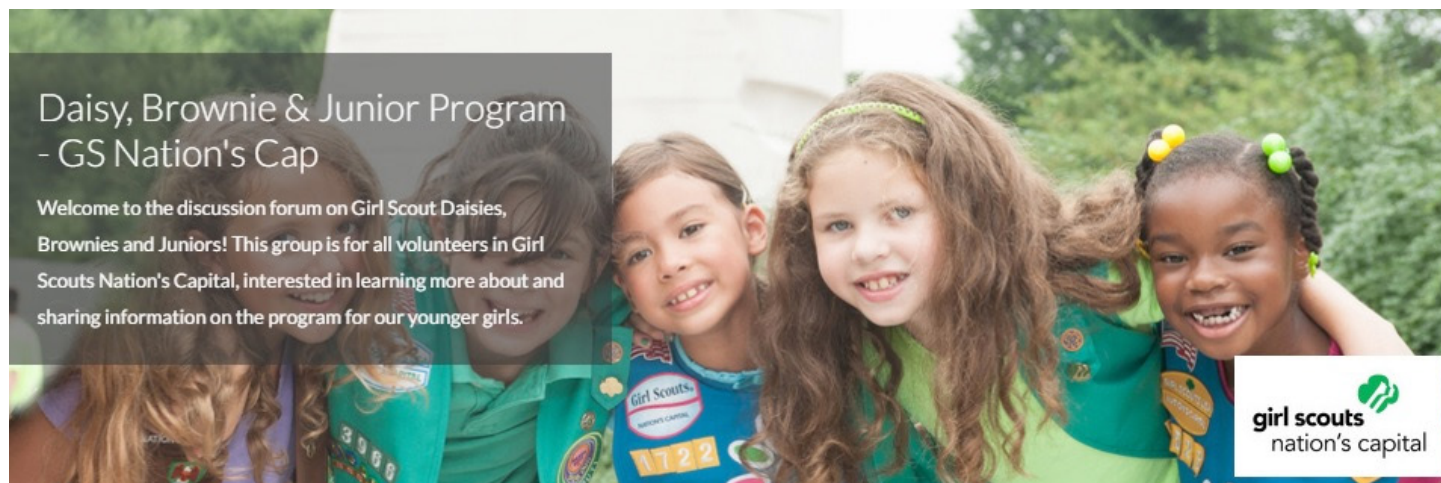
Rallyhood

With the use of an online communication tool called “Rallyhood,” Girl Scouts Nation’s Capital hosts real-time conversations on a number of topics. Rallyhood is a resource to connect with and receive mentoring from leaders and volunteers throughout the Council.

For an introduction to Rallyhood, watch the Rallyhood tutorials on gSLearn. See our website for more information at www.gscnc.org/rallyhood, or contact the Adult Volunteer Development Department at avdaa@gscnc.org.

Join conversations on Rallyhood by sending a request to a rally to learn about specific topics of interest. Some popular rallies are listed below.

- **Daisy, Brownie & Junior Events - GS Nation’s Cap**
This forum is for parents and volunteers at any level interested in Girl Scout Daisy, Brownie, or Junior information, events, and education opportunities.
- **Teen Program & Earned Awards - GS Nation’s Cap**
This is for parents, volunteers, and girls interested in discussing the teen programs and earned awards. Share tips, new information, and education opportunities.
- **Product Program – GS Nation’s Cap**
Keep up to date on entrepreneurial programming for girls, which will help build a lifetime of skills and confidence. Join this community to ask questions, make suggestions, and contribute to the discussion.
- **Outdoor & High Adventure**
Share and learn ways to get girls outdoors.



Following the Girl Scout Safety Guidelines

Girl Scout volunteers are responsible for the physical and emotional safety of girls. We demonstrate that by agreeing to follow these guidelines at all times.

1. **Be registered, approved, appointed and appropriately trained for the position(s) that you hold.**
2. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, which can be found under “Resources” on the Volunteer Toolkit. Read them, follow them, and share them with other volunteers, parents, and girls before engaging in activities.
3. **Arrange for proper adult supervision of girls.** Your troop must have at least two trained, background screened, unrelated adult volunteers, one of whom is female, present at all times. Additional adult volunteers or specifically skilled adults may be necessary depending on the size of the group, the ages and abilities of girls, and the particular activity (see page 15). Volunteers must be at least 18 years of age and a registered adult member.
4. **Get parent/guardian permission.** When an activity takes place outside of the normal troop meeting time and/or place, or includes high adventure or discussion of a topic that could be considered sensitive, advise each guardian of the details of the activity and obtain permission for girls to participate (see “Parental Permission” on page 19).
5. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting are listed later in this chapter (see page 21).
6. **Be prepared for emergencies.** Work with girls and other volunteers to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first aid kit, girl health histories (including food allergies), and contact information for girls’ families.
7. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be a background screened adult volunteer over the age of 21, and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, adhering to state laws regarding booster seats and children in rear seats. When using chartered transportation, you must use a Council approved vendor (see pages 77-78).
8. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Men require separate sleeping space from girls and women. During family or parent-daughter over nights, one family unit may sleep in the same sleeping quarters in event areas. When parents are supporting events, daughters will ideally remain in quarters with other girls rather than with adults.
9. **Role-model the right behavior.** Never use illegal drugs. Don’t consume alcohol, smoke, vape, or use foul language in the presence of girls. Do not carry ammunition or firearms at any Girl Scout event or activity unless required as a law enforcement official.
10. **Create an emotionally safe space.** Volunteers are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
11. **Ensure no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
12. **Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. For group websites, publish girls’ first names only and never divulge their contact information. Review the Girl Scout Online Safety Pledge, www.girlscouts.org/en/help/help/internet-safety-pledge.html and have girls commit to it (see page 68).
13. **Be fiscally responsible.** All finances for troops and groups must be managed through a Girl Scout checking account. Troop money-earning activities must be program-based and will not involve the sale of a commercial product or games of chance or lottery. Restaurant nights or other commercial partnerships are not permitted. When representing Girl Scouts, girls cannot participate in money-earning activities representing partisan politics or that are not Girl Scout-approved product program activities and efforts (see Chapter 3: “Finances”).

Parental Permission

When an activity takes place outside of the normal troop meeting time and/or place, leaders or drivers and chaperones are responsible for providing detailed information of activities in advance and gaining parental permission. For most activities this can include verbal permission, a written form or email, or the guardian bringing the girl to the event. However, in the case of product program activities (see page 53), high adventure activities (see page 59), or sensitive issues (see below), parents are required to give written permission, either through an email, form, or release.

Human Relations Statement

Revised by the Nation's Capital Inclusion Task Force, January 2007

Nation's Capital is committed to a policy of Girl Scouting for all to develop awareness and an appreciation of the achievements, challenges, and aspirations of all people in our culturally diverse society.

The Council will assist Girl Scout members from all walks of life to gain the knowledge, skills, and determination that will enable them to reach their highest potential and to contribute to the welfare of all.

The Council will establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living including:

- Respect for one's self and others, regardless of economic status, intellectual, cognitive, physical and emotional ability, sex, age, race, color, creed, or national origin;
- Respect for cultural differences;
- Respect for the right of others to seek and maintain their own identities

The Council will promote an inclusive atmosphere in which diversity is expected in recruitment, placement, promotion, and retention in instructional and social activities. It is essential that staff and volunteers contribute to a welcoming community that embraces the values that are put forth in the Girl Scout Promise and Law. The Girl Scouts Nation's Capital will contribute to our nation's efforts to improve international understanding and cooperation.

Sensitive Issues Guidelines

It's an amazing feeling when your girls put their trust in you—and when they do, they may come to you with some of the issues they face, such as bullying, peer pressure, dating, athletic and academic performance, and more. Some of these issues may be considered sensitive by families, and they may have opinions or input about how, and whether, Girl Scouts should cover these topics with their girls.

You should know, GSUSA does not take a position or develop materials on issues relating to human sexuality, birth control, or abortion. We feel our role is to help girls develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and guardians, along with schools and faith communities, are the primary sources of information on these topics.

The Nation's Capital Board of Directors adopted these guidelines in June 2005, and they are designed to complement leadership training to assist volunteers in meeting the needs of girls while recognizing the role of parental rights and responsibilities in setting family values. Ongoing communication between troop leader and parents/guardians is a key element in establishing a comfortable environment for discussion of sensitive issues. Using these tools will help a leader make decisions that best meet the needs of girls and families.

Guideline 1 All troop activities addressing sensitive issues topics must be under the direct supervision of either a Nation's Capital volunteer who has completed all appropriate program level training, or by a Nation's Capital staff member.

Explanation: Adult volunteers who conduct sensitive issues programs with girls are responsible for determining the subject matter. Criteria that should be considered include age and maturity of the girls, permission received from parents/guardians, and the appropriateness of the topic based on circumstances and community needs. The volunteer in charge is expected to select consultants as needed and oversee discussions following all of the sensitive issues guidelines and to determine when additional assistance or follow up is needed.

Guideline 2 Parental/guardian permission is required when sensitive issues are discussed as part of a formal program. Leaders should seek guidance from parents on how they would like sensitive topics addressed when they arise in informal settings.

Explanation: For all planned programs, written parental/guardian permission will be obtained. Prior to the event or activity, parents/guardians will be provided with details regarding the program content, the names and qualifications of consultants being used and the organizations they represent. To the extent possible, permission should also indicate related topics that may come up in the form of questions posed by girls as part of the program.

Leaders may answer questions and facilitate conversations as they arise informally without specific parental permission if the leader has had prior communication with a parent or guardian to establish comfort level for such discussions. This honors the wishes of parents/guardians and encourages healthy behavior in the girls. To the extent possible, we recommend that these leaders talk with parents/guardians about the potential for these informal discussions once a year. These conversations with parents/guardians will help establish the boundaries for informal discussions with girls.

Guideline 3 Individuals trained to deal with sensitive issues with youth should be consulted when developing programs that go beyond information and material that is presented in GSUSA or Nation's Capital program resources. Consultants should also be used when providing large group programs that address sensitive issues.

Explanation: It is recommended that these consultants represent public agencies such as city and county social services, public health agencies, educational institutions, or county crisis hot lines. When consultants representing private/nonprofit organizations are used, the Area Membership Manager or other appropriate Nation's Capital staff must be informed prior to finalizing the agreement to ensure that appropriate approvals and permissions are in place.

Guideline 4 In all cases, the leader or consultant facilitating the program or discussion agrees to follow GSUSA and Nation's Capital guidelines, policies and standards including a commitment to:

- Present factual information rather than advocate a specific position
- Present accurate and up-to-date information
- Present age-appropriate information in a manner suitable to the troop/group
- Be sensitive to emotions and attitudes related to the issues discussed
- Be supportive and non-judgmental to all participants

Explanation: This guideline affirms the responsibility of all volunteers to foster an environment of trust, be sensitive to differing attitudes, ensure age-appropriateness of material, and be non-judgmental while maintaining and respecting the needs of all girls.

Guideline 5 The volunteer in charge of an activity should be prepared to accommodate any girl who is uncomfortable with any part of a discussion or presentation. This should be done in a manner that acknowledges the girl's right to opt out of the activity and is sensitive to her feelings.

Explanation: If a girl opts out during the course of an activity or discussion, the leader will respond in a sensitive manner to accommodate her. If a sensitive issues program is part of a larger event, such as service unit encampment, girls and parents/guardians should be told what provisions will be made for girls who might opt out during the time of the activity. If the activity is being done to fulfill a recognition requirement, the leader and girl should discuss alternate activities that can be done to allow the completion of the requirement.

Arrange for education

If you observe that girls need or want more information on a topic that concerns them, check with the Council about opportunities for arranging topical discussions. Don't feel that you have to solve everything. Your role is helping girls get information from trained people who provide it. And if you're unsure who to ask to fill this role, count on the Council, which has built up relationships with community experts who can help.

Guidelines for Reporting Child Abuse and Neglect

Child abuse is a term that encompasses mental, physical, and sexual victimization of children. Most Girl Scout leaders are not trained to make judgments about whether a child is a victim of child abuse. However, it is important to know that Maryland, Virginia, West Virginia and the District of Columbia have agencies that are required to examine reports of suspected abuse and to use their expertise in handling such cases.

Girl Scouts Nation's Capital believes that adult volunteers, irrespective of any obligation imposed by law, have a moral responsibility to report suspected abuse of any girl or boy with whom they are in contact through Girl Scouting. The following suggestions and guidelines have been developed using the recommendation of several professional sources:

National Center for Missing and Exploited Children: Guidelines on Child Sexual Abuse and Exploitation for Camp Counselors
Department of Social Services, Commonwealth of Virginia, Child Protection Services

Department of Human Services: "Protect a Child...Help A Parent - Pro-Child"

State Statutes Maryland, West Virginia, District of Columbia, and the Commonwealth of Virginia

What Is Child Abuse or Neglect?

An "abused or neglected child" is any child under 18 years of age whose parent or any person responsible for her or his care (such as a baby-sitter, teacher, foster care parent, relative, etc.):

- Causes or threatens to cause a non-accidental physical or mental injury and/or infliction of punishment to the point of causing bodily injury
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care
- Abandons the child
- Neglects or refuses to provide adequate supervision in relation to a child's age and level of development
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allowing a child to be used in any sexually explicit visual material

The judicial system recognizes a parent's (or guardian's) "propriety" interest in the child. However, child abuse and neglect are against the law and should be reported by all persons who have knowledge of or reason to believe abuse or neglect has occurred.

What Are the Signs and Symptoms of Child Abuse and Neglect?

Some signs of child abuse or neglect are:

- Repeated injuries such as bruises, welts, or burns
- Withdrawn, angry, depressed, aggressive, or afraid to go home
- Inadequately dressed for the weather, malnourished, physically dirty, tired, left alone frequently or not receiving necessary medical treatment
- Begging for or stealing food

Some signs of sexual abuse are:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying
- Acting out inappropriate sexual activity or showing an unusual interest in sexual matters
- Sudden acting out of feelings or aggressive or rebellious behavior
- Regression to infantile behavior
- Fear of certain places, or activities, especially being alone with certain people
- Pain, itching, bleeding, fluid, or rawness in the private areas
- Pregnancy or venereal disease at an early age (12 and under)

Children should not be forced to give affection to an adult or teenager if they do not want to. A desire to avoid a display of affection may indicate a problem or may indicate that parents have cautioned the child against such behavior.

You should note that some of these behaviors may have other explanations; however, you should not just simply discount your concerns because the child "comes from a good family," "has parents who are prominent in the community," etc. There are many myths about child abuse and neglect. The facts and statistics have proven, however, that abuse and neglect occur in all communities regardless of economic, racial, or religious background. Don't overreact to signs or symptoms of abuse or neglect, but don't be guilty of dismissing your suspicions because you want to believe it's not true.

What to Do if You Have Knowledge of Abuse

If you have knowledge of or reason to believe that child abuse or neglect has occurred, you are required to report it to your local social service agency or police authority. If you are unsure of the agency to contact, call the Council office for guidance. Ask to speak with the Chief Operating Officer (COO). Persons making “good faith” or “reasonable cause” reports can be anonymous and are protected from legal liability based on the report.

To report child abuse or neglect, call the social service agency in your area or the area where the child lives. It is helpful to provide the following pertinent information:

- Name and address of the child and the parent or other person responsible for her care
- Child’s age and sex
- Description of the alleged abuse or neglect and how long it may have been happening
- Names of other people, especially children, in the home
- Directions to the home and your relationship to the child

What to Do if a Child Tells You of Abuse

If a child approaches you directly and indicates she or he has been the victim of abuse or neglect, follow these guidelines:

- Don’t panic or overreact to the information disclosed by the child.
- Don’t criticize the child or claim that the child misunderstood what happened.
- Do respect the child’s privacy. Take the child to a place where you cannot be overheard. It is important you discuss the child’s situation only with the child protective service agency for your (or the child’s) community. You should also contact your Membership Specialist at a Council office to inform her you have made a report to the local social service agency.
- Do encourage the child to speak openly with the professional from the protective service agency.
- Make sure the child feels that she or he is not to blame for what happened. Tell the child that no one should ask her or him to keep a special secret and that it is okay to talk with appropriate adults about what happened.

Listen and Ask

As the preceding sections suggest, you can help most just by being an empathetic listener. That’s right; just by listening, you’re helping. Sometimes, you may also find that by asking questions, you can help girls figure out how to get more information and guidance at school or at home. You don’t have to solve their issues, but you can put them on the trail toward solving them.

Report Concerns

There may be times when you worry about the health and well-being of girls in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the issues girls may encounter. You are on the frontlines of girls’ lives, and you are in a unique position to identify a situation in which a girl may need help. If you believe a girl is at risk of hurting herself or others, your role is to promptly bring that information to her parent/ caregiver or the council so she can get the expert assistance she needs. Your concern about a girl’s well-being and safety is taken seriously, and Girl Scouts Nation’s Capital will guide you in addressing these concerns.

Here are a few signs that could indicate a girl needs expert help:

- Marked changes in behavior or personality (i.e. unusual moodiness, aggressiveness, or sensitivity)
- Declining academic performance and/or inability to concentrate
- Withdrawal from school, family activities, or friendships
- Fatigue, apathy, or loss of interest in previously enjoyed activities
- Sleep disturbances
- Increased secretiveness
- Deterioration in appearance and personal hygiene
- Eating extremes, unexplained weight loss, distorted body image
- Tendency toward perfectionism
- Giving away prized possessions; preoccupation with the subject of death
- Unexplained injuries, such as bruises, burns, or fractures
- Avoidance of eye contact or physical contact
- Excessive fearfulness or distrust of adults
- Abusive behavior toward other children, especially younger ones

Conflict Resolution and Grievance Process

Conflicts and disagreements are an inevitable part of life, and when handled constructively can actually enhance communication and relationships. At the very least, Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents. Shouting, profanity, verbal abuse, physical confrontations, or cyber bullying are never warranted and cannot be tolerated in the Girl Scout environment.

Reasons for Conflict

Conflicts can occur between girls, volunteers, girls and volunteers, volunteers and paid staff, or volunteers and the parents/guardians of girls. Conflicts can arise from:

- personality conflicts
- disciplinary issues
- opinions on how to incorporate program and activities
- concerns regarding Council policies and procedures
- lack of training and/or updated training
- use of funds
- differences in ideology
- inappropriate behavior and
- miscommunication (including email communication)

Troop Conflict

When a conflict arises between girls or a girl and a volunteer, get those involved to sit down together and talk calmly and in a nonjudgmental manner. Each party may need some time—a few days or a week—to calm down before being able to do this. Although talking in this way can be uncomfortable and difficult, it does lay the groundwork for working well together in the future. Whatever you do, do not spread the complaint around to others (including through email)—that won't help the situation and causes only embarrassment and anger. Girls in the troop should never be made aware of issues between adults.

If a conflict persists, be sure you explain the matter to your service unit manager and support team. If the service unit manager cannot resolve the issues satisfactorily (or if the problem involves the service unit manager), the issue can be taken to the membership specialist and, ultimately, if the problem continues contact your area membership manager for extra help.

Volunteer Conflict

Volunteers donate their time and efforts to our mission and are diverse, passionate, and caring. However, all may not agree on how to fulfill the Girl Scout mission or adhere to our principles. Everyone has the right to express their concerns, be respected, and to be treated in a professional, efficient and fair manner.

All volunteers should seek resolution to problems through open communications and informal discussions. If a volunteer has a concern or conflict, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution. If informal communications fail, those involved should meet with their volunteer supervisor, specifically the service unit manager. With their service unit manager they will attempt to resolve the conflict and review the necessary steps.

Preventing Issues in Troops

There are steps that can be taken to prevent issues from arising. One important step is for girls to determine with leader guidance the behavior expected. The Girl Readiness and Behavioral Agreement Form on the next page can help establish expectations. Communicating this code of conduct to parents with the expectations and consequences is an important step so that all understand.

Girl Readiness and Behavioral Agreement Form

This form can be used by Girl Scouts to encourage appropriate behavior during troop/group meetings and activities. This form can also be used as a guide for troops/groups that are developing their own behavioral agreements.

As a Girl Scout, I realize that behaving appropriately and having a positive attitude is necessary in order for me to have a good experience in Girl Scouting. I also realize that behaving appropriately and having a positive attitude helps the people I interact with to also have a good experience in Girl Scouting. Consequently, I agree to abide by the following:

- I will be sensitive to the needs of everyone in my troop/group.
- I will respect the people that I interact with and the places that I visit.
- I will not use abusive or profane language.
- I understand that my using alcohol, tobacco, or drugs during a Girl Scout meeting or activity will not be tolerated, and that I will be expelled from the activity or meeting if I do so.
- I will be responsible for my personal belongings and equipment and I will not hold my troop/group or the Girl Scouts Nation's Capital responsible for any losses or damages due to my negligence or neglect.
- I will treat all equipment provided for my use with care. I understand that I will be assessed for damages to any equipment in the event that my use of such equipment is negligent or abusive.
- I will use all required safety equipment and follow safety rules and procedures.
- I will fulfill my share of daily responsibilities such as food preparation, setting up camp, cleaning up, and shopping.
- I will let the adults who are responsible for me know where I am at all times and I will follow the buddy system.
- I understand that if I am sent home early due to any misconduct, it will be at my parent or guardian's expense and that the adults who are responsible for me will make the travel arrangements and notify my parent or guardian of those plans.

Girl Signature: _____ **Date:** _____

As the parent or guardian, I am aware of and agree to the expectations listed above for how my daughter is expected to behave in Girl Scouting.

Parent/Guardian Signature: _____ **Date:** _____

Behavioral Consequences

When girls display concerning behavior, the leader's first step is to reach out to the parents to discuss issues and solutions. If problematic behaviors continue, parents may be asked to attend each meeting and outing to monitor and correct their child's behavior so that troop leaders can focus on the troop as a whole.

Steps in Conflict Resolution

1. Don't ignore the issue. The Council encourages volunteers, staff and parents to take positive actions to promptly and efficiently resolve concerns.
2. If an individual has a concern, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution.
3. If it can't be handled informally between the individuals, those involved should meet in person. Start at the lowest level before escalation.
4. All decisions should be documented, and each party should sign the agreement and keep a copy.

Level	Conflict With	Meet With
1.	Parent(s) in troop	Troop Leader
2.	Troop Leader/Volunteer	Service Unit Team Member/ Lead Volunteer/Camp Director
3.	Service Unit Team Member	Service Unit Manager/Membership Specialist
4.	Council Staff	Area Manager/Director of Membership

Tips for Conflict Resolution

- When upset or frustrated, step away and cool down.
- Address the issue, not the individual. Find something positive to say about the person.
- Express feelings honestly but not aggressively. Avoid placing blame.
- Address the problem, not how you personally feel about it.
- Recognize that everyone has their own opinions, and you can't force people to think like you. Focus on coming to a mutually acceptable agreement.
- Don't think of it as competition-you are not enemies. Compromise so everyone has a part in the solution. A conflict is never truly resolved if only one person's needs are met.
- Focus on common ground instead of disagreement.
- Don't assume you know what someone is feeling or thinking.
- Actively listen without interrupting and ask clarifying questions to ensure understanding.
- Focus on the present instead of bringing up past issues.
- Try to work with others rather than exert control over them.
- Thank the person for listening.

Removal:

After the resolution has been reached and documented, if the behavior or conflict continues, volunteers may be removed from that volunteer position after due process has been followed. Due process is defined as the opportunity for an in-person meeting that includes the area (or appropriate) manager and gives all sides the chance to be heard. The situations on page 11 can result in immediate removal of a volunteer.

An individual who is unwilling to participate in a sit-down conflict management meeting can be immediately removed from volunteer roles. Please note: girls are not removed from troops without due process.

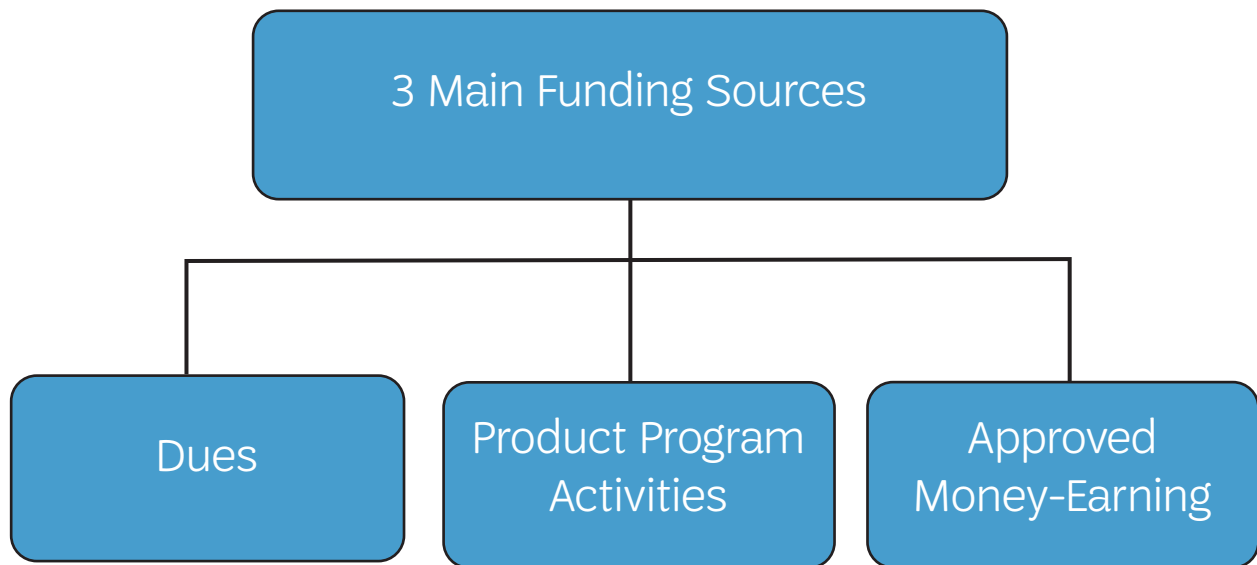
Chapter 3: Finances

This chapter gives you the ins and outs of establishing a troop account, helping girls manage troop finances, participating in money-earning activities, staying safe around money-earning activities, and understanding how to collaborate with sponsors and causes.

Troop Funding

Helping girls decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout troop plans and finances its own activities, with your guidance. At the same time, the girls learn many valuable skills that serve them throughout their lives.

Girl Scout troops are funded by a share of money earned through Council-sponsored entrepreneurial programs, group money-earning activities, and any dues your troop may charge. The troop treasury belongs to the entire group. The troop should keep enough money in their bank account to cover activities planned during the year. Generally, the troop should spend earned money each year to ensure that the girls that earn the money benefit from it.



Dues

Regular troop dues can be used for a variety of ongoing expenses, such as site rental fees, supplies, badges, and patches. \$25 is recommended for dues. Girls should plan to earn money beyond dues to make their troop dreams come true. Troops may decide to collect dues weekly, monthly or at regular intervals that work for them. Ideally, girls are involved in earning and remembering to bring their dues to meetings. These dues are in addition to the annual membership dues that go solely to GSUSA, the national organization. Financial assistance for troop dues is also available from the Council (see page 35).

Product Programs

The Girl Scout Cookie and the Fall Product (magazines, nuts, and candy) programs are offered by our Council and open to all Girl Scouts. Girls are encouraged to participate in both Council-sponsored product program offerings each year. These programs not only provide troop funding but are also a foundation of the Girl Scout program, allowing girls to self-determine their troop's plans and building the skills to pursue those plans on their own. Specific details about these programs are found in Chapter 6.

Money-Earning Events

If a troop needs to supplement its product program earnings for a special trip or program, they can seek approval and plan a money-earning event to help with the costs. The event is organized by the troop (not by the Council), approved by the service unit, and planned and carried out by girls (in partnership with adult volunteers) (see page 31).

Troop Money Manager

The troop money manager is the volunteer responsible for the troop's bank account which includes coordinating deposits, expenditures, and financial reporting to the troop. This is a wonderful troop committee position for a detail-oriented parent with an interest and/or skill in finance.

Since the money belongs to the troop, it is important that the management of funds is transparent for the girls, parents, and volunteers as well as for the Council. The troop money managers will be trained and will receive ongoing support from their service unit money manager. Volunteers who serve in this role must complete the required background screening process and be a registered volunteer. Any volunteer with an outstanding debt to Council may not be appointed to a troop money manager position.

Establishing an Account

The Council requires each troop/group to set up a new bank account. If you're taking over an existing troop, you may inherit a checking account, but with a new troop, you must open a new account. This happens as the troop is formed so there is a place to make deposits, such as group dues or money from product programs or group money-earning activities. Troop money may **never** be deposited in a personal account.

Girl Scout troops at every level should keep troop funds in a troop checking account established using these guidelines:

1. **Name** – Open the bank account in the name of “GSCNC Troop # _____”
2. **Federal Tax Identification** – The account should use the Council's number 54-0732966 when opening the account to ensure that funds held in the account are tax-exempt.
3. **Signatures** – There should be at least three authorized signatories, one being a service unit team member, to assure access to the account in case of emergency. All signers must be over the age of 18, unrelated, registered, and hold an official troop committee position.
4. **Debit Card & Checks** – Troops must request a debit card and checks for their troop account. No name, address, social security number, or phone number should be printed on any checks. Checks should only read: “Girl Scout Troop #____ and Girl Scout Council of the Nation's Capital.”
5. **Changes** – Troops must fill out and sign an ACH Electronic Debit/Credit Authorization Form (found on *gscnc.org* under “Forms”) for new troop accounts and accounts with changes. This must be turned into the service unit money manager.

Requesting a Bank Letter

Most banks require a letter authorizing the troop to use the Council's tax identification number. Your service unit money manager will submit the request form for a letter of authorization to open a troop bank account on behalf of your troop. Your service unit money manager will also help you identify an appropriate bank. If you are changing signers on an account, your service unit money manager can assist with this, too!



Managing Your Account

The following guidelines should be used in managing the troop bank account:

Deposits: All troop funds should be promptly deposited in the troop checking account. Note the source of funds if appropriate on deposit slip.

Tax Exempt Number: Expenditures made with Girl Scout money and for a Girl Scout purpose are also sales tax exempt. The following tax-exempt numbers for each jurisdiction are printed on your troop identification card.

- **District of Columbia:** Certificate number L0003568839 (Expires 10/30/2024)
- **Maryland:** Account #31059471 (Expires 09/30/22)
- **Virginia:** Exemption #SE540732966F05302024 (Expires 05/30/24)
- **West Virginia:** #54-0732966 (note: same as Council's federal tax ID-no expiration date)

Cash: An ATM withdrawal receipt does not qualify as a receipt for reimbursement or justification for troop purchases. Troop checks may not be made out to cash. All purchases made with cash require detailed receipts of the transaction(s).

Purchases: When possible, purchase supplies, equipment, goods and services with the troop check card or check; and use the sales tax exempt card. It is also important to only use the troop bank account for appropriate troop expenses. If a troop leader or troop money manager has a question about appropriate purchases, the service unit money manager should be contacted. See below for a partial list.

- Supplies, equipment (which become troop property), goods, and services purchased for troop
- Service unit dues
- Troop events and field trips
- Donations to SHARE or Juliette Low World Friendship Fund
- Any required volunteer training for outdoor or high adventure
- First aid training for a volunteer
- Background screening for required troop committee members
- Leader books and resources
- Babysitting while troop leader attends training or meeting – must be determined in advance at a parents' meeting and all parents must be aware of the situation and need
- Recognitions for girls (such as earned badges and pins)
- Recognition for adult volunteers (i.e. token of appreciation for cookie manager, troop money manager, etc.)

Reimbursements:

If a volunteer requires reimbursement, requests will be submitted to the troop/service unit within two weeks of purchase and must be accompanied by a receipt.

Reimbursements should be made by check with a memo note justifying payment.

If a signer on the account or a member of his or her family is receiving reimbursement, one of the alternate signers must review the receipts and sign the check.

Reporting and Compliance

Troop leaders or troop money managers are expected to submit bank statements, with receipts, at a minimum four times a year. However, at the discretion of the service unit manager or service unit money manager, bank statements could be submitted more frequently. Below are two models the service unit could use:

- For most troops, the Girl Scout troop year is September – May; therefore we recommend that bank statements for the months September, October, and November be submitted by December 20th; for the months of December and January be submitted by February 20th; for the months of February and March be submitted by April 20th; for April and May be submitted by June 30th along with the troop year-end report.
- For troops who have activities over the summer, we are recommending that bank statements be submitted quarterly with summer statements submitted by September 20th.

Troop leaders and money managers need to be aware that service unit managers or service unit money managers will be reviewing and may request additional documentation for selected bank transactions.

Bridging and Transfer to New Troop

The following criteria should be considered:

- If money is transferred to the new troop, the following guidelines should be followed:

- ## Disbanding Troops

Disbanding Troop Accounting Process

Old Troop = \$400.00

New Troop = \$100.00

New Troop = \$100.00

New Troop = \$100.00

Unsure if continuing
SU = \$100.00

Accepting Money Transfers from Parents/Guardians

Troops may find it helpful to collect money from parents using electronic means. Many platforms, including Venmo and PayPal, are available in the business marketplace. The decision to use a payment platform must be discussed with the girls and families prior to setting up an account. These accounts differ from troop bank accounts which are established using the Council's federal tax id and our nonprofit status. Troops may only use these platforms if:

1. The decision to use a payment platform is discussed and approved by girls and families.
2. The platform is set up to connect directly with the troop bank account, and the money does not go through a personal account.

Unlike troop bank accounts, all risks in using an online payment platform belong to the troop not the Council.

Consider the Additional Fees

All payment platforms assess fees for providing their payment service. Girls and families should be made aware of any fees associated with the payment platform so that they have a full understanding of the true cost of their troop business transactions, and must give written permission.

Accepting Credit Card Payments for Money-Earning

For Council-sponsored product programs, transaction fees charged by your credit card processor are the sole responsibility of the troop. **DO NOT** pass these fees on to your customers. Troops are totally responsible for choosing which credit card mobile reader to use, but it **MUST** be connected to your troop account, and girls and families must all agree to it. **NO** personal accounts should be used.

Helping Girls Reach Their Financial Goals

It's important that girls have a clear plan and purpose for their money-earning activities. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps for the girls:

1. **Set a budget for the troop year.** Itemize membership registration, space rental, supplies, and activity costs.
2. **Make a plan to earn money for Fall with the Fall Product Program.** Set dues for the start of the year to cover expenses until money from Fall Product comes in.
3. **Make a plan to earn money for the remainder of the year with the Cookie Program.**
4. **If your plans require additional money, see below for guidelines around additional troop money earning (not appropriate for Daisies and Brownies).**

Remember: As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money.

Additional Group Money-Earning Activities

If income from product programs isn't enough, girls have more options available to them. Be sure to submit a Troop Money Earning Event Approval form to the service unit manager before planning the activity. Although you cannot resell products, you can offer services, such as the following:

Collections/Drives:

- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas tree recycling

Food/M meal Events:

- Lunch box auction (prepared lunch or meal auctioned off)
- Themed meals, like a high tea or a build-your-own-taco bar, related to activities girls are planning (if girls are earning money for travel, tie the meal to their destination)

Service(s):

- Plan a Girl Scout program for a service unit or association
- Service-a-thon (people sponsor a girl doing service; funds go to support trip)
- Babysit for holiday or Council events
- Rake leaves, weeding, cutting grass, shoveling snow, walking pets
- Cooking class or other specialty class

Money-Earning Guidelines

Girls' participation in both Council-sponsored product program activities and group money-earning projects is based upon the following -- some required by the Internal Revenue Service:

- Groups are encouraged to participate in Council product programs as their primary money-earning activity, and any group money-earning activity should not be conducted during the Fall Product or Cookie Program.
- Service unit approval is required for any additional troop money-earning event; (other than product programs). Troops should submit the Troop Money Earning Event Approval form at least two weeks prior to the event. For information about approved usage of the Council and Girl Scout logos, see page 8.
- Participation in both Council-sponsored money-earning programs is a pre-requisite for approval of other troop money-earning activities.
- Each girl must voluntarily agree to participate and have parent or guardian permission.
- An established understanding of (and ability to explain clearly to others) why the money is needed.
- An understanding that money-earning should not exceed what the group needs to support its activities is clearly explained.
- Vigilance in protecting the personal safety of each girl. Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Troop comes up with arrangements for safeguarding the money.

Money-Earning Restrictions

- Girl Scouts forbids the use of games of chance, solicitation of cash, and product-demonstration parties.
- Group money-earning activities need to be suited to the age and abilities of the girls.
- It is rare that a Daisy, Brownie, or Junior troop would receive approval for an additional money-earning activity. The troops should maximize earnings through Fall Product and Cookie programs.
- Money earned is for Girl Scout activities and is not to be retained by individuals or used for activities associated with other organizations.
- All crowdfunding is limited to approved Gold Award Girl Scouts who have received permission to use the Council's designated online tool. This money-earning activity is exclusive to approved Gold Award projects.
- Restaurant nights where you receive a percentage of sales are not permitted as a money earning activity for troops or as a way for associations, service units, or troops to raise SHARE funds.
- Daisy, Brownie, and Junior troops earn and spend their money during the same year.

Note: Money-earning is not fundraising. Money-earning is program-based activities conducted by girls through troops; fundraising is raising money for SHARE.

Collaborating with Sponsors and Other Organizations

Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. To recognize the sponsor's contribution, girls can send thank-you cards, invite the sponsor to a meeting or ceremony, or work together on a Take Action project. The troop is required to have a bank account independent of the sponsor. See page 27 for details on establishing and managing a bank account.

- **Be respectful when collaborating with religious organizations:** Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.
- **Fundraising for other organizations prohibited:** Girl Scouts and adult volunteers are not allowed, when identifying ourselves as Girl Scouts, to solicit money on behalf of other organizations. This includes participation in a walkathon or telethon in uniform. You and your group can, however, support other organizations through service projects or a donation from your group's account. Girl Scouts as individuals can participate in whatever events they choose, as long as they're not identified as "Girl Scouts."
- **Political fundraising prohibited:** When in an official Girl Scout capacity or identified as Girl Scouts, your group may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner. We encourage girls' civic participation; however, implied endorsements of candidates are prohibited. Girl Scouts is and always will be nonpartisan.

Girl-Led Finances

Involvement by Program Level

As with other activities, girls progress in their financial and sales abilities as they get older. This section gives you some examples of the abilities of girls at each grade level.

Girl Scout Daisies

The group volunteer handles money, keeps financial records, and does all group budgeting.

Parents/guardians may decide they will contribute to the cost of activities.

Girls participate in Girl Scout Fall Product and Cookie programs.

Daisies are always paired with an adult volunteer when selling anything. Girls do the asking and deliver the product, but volunteers handle the money and keep the girls secure.

Girl Scout Brownies

The group volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities with the girls.

Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on).

Girls set goals for and participate in Council-sponsored Product Programs.

Girls may decide to pay dues.

Girl Scout Juniors

The group volunteer retains overall responsibility for long-term budgeting and record-keeping, but shares or delegates all other financial responsibilities to girls.

Girls set goals for and participate in Council-sponsored Product Programs based on funding needs.

Girls decide on group dues, if any. Dues are collected by girls and recorded by the troop-elected treasurer.

Girls budget for the short-term needs of the group, on the basis of plans and income from the group dues.

Girls budget for more long-term activities, such as overnight trips, group camping, and special events.

Girls budget for Take Action projects, including the Girl Scout Bronze Award, if they are pursuing it.

Girl Scout Cadettes, Seniors, and Ambassadors

Girls estimate costs based on plans.

Girls set goals for and participate in Council-sponsored Product Programs based on funding needs.

Girls determine the amount of group dues (if any) and the scope of money-earning projects.

Girls carry out budgeting, planning, and group money-earning projects.

Girls budget for extended travel, Take Action projects, and leadership projects.

Girls keep their own financial records and give reports to parents and group volunteers.

Girls budget for Take Action projects, including the Girl Scout Silver or Gold awards (if pursuing).

Teen Troop Decisions on Troop Proceeds

All funds in a Girl Scout troop bank account are for troop activities; however, teen Girl Scout troops may decide to allow individual girls to determine how a portion of troop proceeds may be spent (formerly known as individual teen troop accounts). Such a system allows for individual record keeping **within the troop bank account**. This form of record-keeping does not allow for individual bank accounts for each girl. Troops with Daisy, Brownie, or Junior level girls may **not** use this form of accounting. This includes multi-level troops with girls in these age groups.

Teen Girl Scout troops that elect to use an individual girl financial record system must determine how money from dues, Product Programs, and money-earning activities will be recorded. Any money donated to support a girl's participation must be deposited into the troop bank account and remains the property of the troop; the troop will determine its use in the event the girl does not continue in Girl Scouting. Funds are never presented to individual girls or their families. The records of expenses and revenue of girls' record must be available to the girls and their parents at all times. Girls must factor in adult costs for activities as adults do not money-earn.

Highest Awards

Troops and girls who are earning the Highest Awards (Bronze, Silver, and Gold Awards) should review the following guidelines regarding appropriate use of troop funds, and money-earning. The following guidelines apply to all individual girls and troops. Additional guidelines specific to individual awards are below.

- Girl Scouts may not raise money for another organization.
- Girls at the Junior to Ambassador levels may solicit donations of in-kind goods and supplies for specific Girl Scout Take Action projects, including the Bronze, Silver and Gold Awards.
Note: If girls are offered gift cards or money, instead of goods or supplies, they may accept, however, a volunteer must sign any related paperwork. Direct solicitation of gift cards or money is not permitted
- Girls whose troops use the individual girl financial record system for troop finances may use money in their girl revenue record to fund individual Silver or Gold Award projects.
- Online fundraising/crowd funding is **exclusive to approved Gold Award projects** and is only permitted via the Council's designated online tool.
- Girl Scout Juniors and Cadettes may not apply for grants through outside organizations.
- All monies earned or donated should be submitted directly to the troop money manager for receipting and record keeping.

Bronze Award

Junior troops may use troop money to fund Bronze Award projects.

Funds earned from Council-sponsored Product Programs (i.e. cookies and fall products) can be applied to Bronze Award projects and are considered sufficient funding sources for girls at the Junior level.

Troops may participate in additional money-earning activities with the approval of the service unit manager, provided that the troop has participated in both Council-sponsored product programs.

Girl Scout Juniors may request in-kind donations of goods and supplies. However, direct solicitation of gift cards or money is prohibited

Note: *If girls are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.*

Troops earning the Bronze Award may not apply for grants through outside organizations.

Silver Award

Girl Scout Cadettes may use money from the individual girl financial record system to fund individual or group Silver Award projects.

Girl Scout Cadettes may request donations of in-kind goods and supplies. However, direct solicitation of gift cards or money is prohibited.

Note: *If girls are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.*

Girls may earn the Silver Award as a group of no more than 4 girls or as an individual.

Girls earning the Silver Award may not apply for grants through outside organizations.

Troop money-earning hours, such as Council-sponsored product programs, cannot be counted toward a girl's Silver Award project hours. Troop money-earning hours are intended to support the troop's goals.

Gold Award

Girl Scout Seniors and Ambassadors may use money from their individual girl financial record system to fund their Gold Award projects.

Gold Award Girl Scouts may request donations of in-kind goods and supplies or monetary requests in direct support of their approved Gold Award project. All monetary requests for approved projects are required to go through the Council's designated online tool. This money earning opportunity is exclusive to the support of approved Gold Award projects. Direct solicitation of gift cards or money in any other format is prohibited.

Note: *If girls are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.*

Girl Scout Seniors and Ambassadors working on the Gold Award may apply for grants through outside organizations.

- Grant amounts should not exceed \$1,000.
- Girls should be completing the grant application information under the supervision of a Girl Scout adult volunteer or their project advisor.

Troop money-earning hours, such as Council-sponsored Product Programs, cannot be counted toward a girl's Gold Award project hours. Troop money-earning hours are intended to support the troop's goals, whereas the Gold Award is an individual project.

Additional Information

If a Girl Scout Cadette, Senior, or Ambassador has exhausted her existing money-earning opportunities and is still in need of funds to enable the completion of her project, the individual girl may complete additional money-earning opportunities independently to fund her Silver or Gold Award project.

Financial Assistance

Financial assistance is designed to help registered Girl Scouts (girls and volunteers) participate in Girl Scout activities where financial considerations might otherwise hinder such participation. A chart on page 36 summarizes the types of financial assistance available from the Council.

Funding for much of this assistance comes from the generous support of Girl Scout families through SHARE, our annual giving campaign. For more information on SHARE, see page 37.

1. Troop and Member Financial Assistance

- Assistance for the annual GSUSA membership dues is available for girls and adult volunteers. To request this type of assistance, log on to your account at www.gscnc.org.
- Assistance for uniforms, books, supplies and troop dues is available to registered girls and registered troop leaders. The online form can be filled out by the parent or the troop leader. To begin this process, go to the “Forms” page of our website and select “Financial Assistance for Uniforms, Books & Troop Dues”.

2. Background Screening Assistance

Assistance is available for the background screening fee. After you register as an adult volunteer for a role that requires a background screening you’ll receive an email “invitation” from theadvocates@sterlingvolunteers.com to begin the process. The email will contain two links. One link is to be used if you’d like to pay the fee. The other link is to be used if you’d like to request financial assistance to cover the fee.

3. Program Grants

Program Grants help individuals participate in an approved Girl Scout activity such as:

- Troop activity, event, or trip
- Nation’s Capital sponsored event
- An individual activity such as a Girl Scout Destination or similar trip

To submit a program grant, search Program Grant Application under “Forms” on www.gscnc.org and send to programaa@gscnc.org. Detailed budgets and/or itineraries are required to be attached to this form.

****Program grants are not designed to replace responsible financial planning and are not designed to underwrite event costs for an entire troop/group.****

If additional adults are needed to meet Safety Activity Checkpoint requirements, they are also eligible for program grants.

In planning activities, troops should consider the following:

- Has the troop made realistic plans to pay for all girls and required volunteers?
- Has the troop allowed enough time to raise the needed funds?
- Has the troop made alternate plans, if needed, to accommodate unexpected circumstances such as change in troop size, increased cost, and unrealized money-earning goals?
- Have all girls and volunteers been given the opportunity to participate in troop money-earning activities?
- Has the troop participated in Council product programs activities?

Setting Realistic Goals

Girl Scouting gives girls opportunities to plan activities they might not have considered on their own. Troop leaders should encourage girls to develop a realistic plan to achieve those goals.

If troops are asking families to pay a portion of an activity cost, they should consider what is realistic for the majority of their families. Program grants are designed to ensure that current family financial circumstances do not prevent one or two girls from participating in an activity that other girls in their troop can afford, not to subsidize activity costs for an entire troop.

4. Training Grants

Adult volunteers can request financial assistance support for fees associated with adult education opportunities to support girl programming. This grant applies to first aid, high adventure, and cookout & campout courses sponsored by Girl Scouts Nation’s Capital. This assistance is available to one volunteer per troop per year for each of these roles. The Training Grant Application can be found on our website under “Forms”.

For more information contact the Adult Volunteer Development coordinator at avdaa@gscnc.org.

5. Troop Loans

Troop loans help groups participate in approved Girl Scout activities when funds are not available at the time payment is due. Troop loans could be considered in the following situations:

- To make a deposit for activities prior to receipt of product program proceeds
- If money-earning activities have fallen short of expectations and plans cannot be changed
- If a special opportunity comes up and girls need more time to raise money
- If several girls in the troop need financial assistance

The Troop, Group, and Individual Program Loan Application form can be found under “Forms” on gscnc.org and submitted to programaa@gscnc.org.

Loans must be repaid within six months to one year from the date of loan disbursement through a scheduled payment plan. Unpaid troop loans are considered a Council debt. Troops defaulting on a troop loan may not participate in our Council programs or use our Council campsites and will be subject to debt collection.

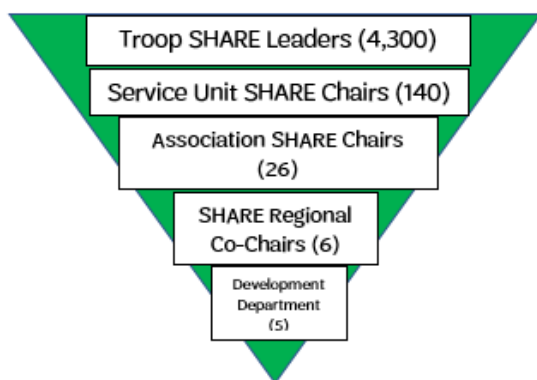
6. Camp Financial Assistance

Girl Scouts Nation’s Capital strives to make camp available to all girls regardless of their family’s economic situation. Requests for assistance must be submitted prior to camp registration. Links to assistance for summer sleep-away camp and day and evening camp can be found under the “Camp” tab on www.gscnc.org.

Need/Type of assistance	Form	Where to Find	Submitted by	Submitted to
GSUSA annual registration dues for girls & adults	Online Volunteer Systems Registration	www.gscnc.org/join	Guardian or adult requesting assistance	Online Volunteer Systems Registration
Handbook, pins, uniform sash, badges, patches, troop dues	Online: Financial Assistance for Uniforms, Books & Troop Dues	www.gscnc.org/forms	Parent or adult requesting	Membership Support
Background screening	Email link	Email from theadvocates@sterlingvolunteers.com	Volunteer completing background screening	Sterling Volunteers Online System
Program grant for girl participation in approved troop event	Program Grant Application	www.gscnc.org/forms	Troop leader or advisor or guardian	Program Department
Program grant for volunteer participation in approved troop event	Program Grant Application	www.gscnc.org/forms	Troop leader or advisor OR volunteer receiving grant	Program Department
Troop loan for approved troop event	Troop, Group, and Individual Program Loan Application	www.gscnc.org/forms	Troop leader or advisor	Program Department
Training grant for First Aid, high adventure or other necessary training	Training Grant Application	www.gscnc.org/forms	Adult volunteer receiving grant	Adult Volunteer Development
Sleep-away camp	Online Request Form	www.gscnc.org/camp	Guardian	Customer Care Department
Summer day/ evening camp	Online Request Form	www.gscnc.org/camp	Guardian	Membership Department

SHARE: Annual Family Giving Campaign

SHARE Your Love of Girl Scouting raises critical funding for girls and volunteers in our Council. This funding provides financial aid; helps maintain our eight outdoor camps; delivers girl programming; and supports volunteer training. **Every single girl & volunteer in our Council is touched by SHARE.** 100% of your donation stays within our Council to support our Girl Scouts and volunteers. SHARE is the way Girl Scout families and friends help make Girl Scouting possible for all girls.



Our SHARE team is made up of the Development staff and our SHARE volunteers who are all fundraising in their communities. If you are interested in helping to make Girl Scouting possible for all girls as a SHARE volunteer, please reach out to your Troop Leader or Service Unit Manager.

Individual Donations

Every family is asked to support SHARE through a personal contribution. This can easily be done by joining the Friendship Circle with a recurring donation of \$5 a month. Donations are credited to adults, not girls; therefore, the full name and address of an adult must accompany the donation in order for the donor to receive a tax receipt letter. To ensure

a troop, service unit, or association also receives credit for the donation, please provide the appropriate identifying number on your SHARE envelope. Connect with your Troop SHARE Chair or Service Unit SHARE Chair for more information on how your troop can support SHARE. Reminder: Your Girl Scout membership fee of \$25 goes directly to support GSUSA.

Donations can be made through your service unit's crowdfunding page. Search for your service unit at www.bit.ly/GCSHARE. Donations can also be made online at www.gscnc.org/donate, mailing a SHARE envelope, or by phone 202-534-3785. Please speak to your Service Unit SHARE Chair for more information. Volunteers are not to use Girl Scout adult contact information for personal or professional purposes. **Do NOT send cash through the mail.**

SHARE Activities and Events

Each service unit strives to reach their SHARE goal through personal contributions and SHARE events. All SHARE fundraising events should be planned and run by adults. When planning events, adults should be aware that our Council has guidelines specific to fundraising partnerships with other organizations. External organizations should not participate in any SHARE fundraising events (i.e. other organizations having promotional exhibits or tables at SHARE events). When having a SHARE fundraising event, do not leverage the event to raise money for another organization. Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting.

- **Special Promotions** – The Council partners with organizations whose policies and operations are compatible with values of Girl Scouting on a Council-wide level. Proceeds from sales benefit SHARE.
- **Games of chance** – These events are allowed only if they are solely run and attended by adults to benefit SHARE.
- **Restaurant nights, business partnerships, fundraising with other organizations, party demonstrations**– Events where a percentage of sales are received are **NOT** permitted.

How can girls be involved?

Girls are encouraged to tell their stories, write thank you notes, make thank you calls to donors, or help make a poster about SHARE, but they may not directly solicit contributions. Fundraising asks must only be made by adult volunteers and/or staff. Girls can help make videos and post updates on the service unit's crowdfunding page, through the Council managed fundraising platform.

- **SHARE is not a money-earning activity.** Money-earning is conducted by girls through troops and includes specific guidelines and restrictions. For more information on money-earning guidelines, see page 31.
- SHARE reports and resources (i.e. the SHARE handbook) can be located on the SHARE Volunteer Rally page.
- **If you would like more information about SHARE, making the ask, or making a major gift, please contact our Development staff at 202-274-3317.**

Chapter 4: Including All Girls

As you listen and learn along with girls, remember that each girl is an individual with her own needs, feelings, and interests. Regardless of who they are, Girl Scouts is for all girls. When you put the girls first, you're helping develop a team relationship, making space for the development of leadership skills, and allowing girls to benefit from the guidance, mentoring, and coaching of caring adults.

Creating a Safe Space for Girls

A safe space is where girls feel they can be themselves, without explanation or judgment. As a volunteer, you create an environment that is just as important as the activities girls do; it's the key to developing the sort of group that girls want to be part of! Cultivate a space where confidentiality is respected and girls can express their true selves.

Recognizing and Supporting Each Girl

You're a role model and a mentor to your girls. They need to know that you consider each of them an important person. They can weather a poor meeting place or an activity that flops, but they cannot endure being ignored or rejected.

- Give a shout-out when you see girls trying their best, not just when they've had a clear success.
- Emphasize the positive qualities that make each girl valuable and unique.
- Be generous with praise and stingy with rebuke.
- Help girls find ways to show acceptance of and support for one another.

Promoting Fairness

Girls are sensitive to injustice. They forgive mistakes if they are sure you are trying to be fair. They look for fairness in the ways responsibilities are shared, in handling of disagreements and in responses to performance and accomplishment.

- When possible, consult girls as to what they think is fair before decisions are made.
- Explain your reasoning and show why you did something.
- Be willing to apologize if needed.
- Try to see that the responsibilities, as well as the chances for feeling important, are equally divided.
- Help girls explore and decide for themselves the fair ways of solving problems, carrying out activities, and responding to behavior.

Building Trust

Girls need your belief in them and your support when they try new things. They must be sure you will not betray a confidence.

- Show girls you trust them to think for themselves and use their own judgment.
- Help them make the important decisions in the group.
- Help them correct their own mistakes.
- Help girls give and show trust toward one another. Help them see how trust can be built, lost, regained, and strengthened.

Inspiring Open Communication

Girls want someone who will listen to what they think, feel, and want to do. They like having someone they can talk to about important things, including things that might not seem important to adults.

- Listen to the girls. Respond with words and actions.
- Speak your mind openly when you are happy or concerned about something, and encourage girls to do this, too.
- Leave the door open for girls to seek advice, share ideas and feelings, and propose plans or improvements.
- Help girls see how open communication can result in action, discovery, better understanding of self and others, and a more comfortable climate for fun and accomplishment.

Communicating Effectively with Girls of Any Age

When communicating with girls, consider the following tips:

Listen: Listening to girls, as opposed to telling them what to think, feel, or do (no “you should”) is the first step in helping them take ownership of their Girl Scout experience.

Be honest: If you’re not comfortable with a topic or activity, say so. No one expects you to be an expert on every topic. Ask for alternatives or seek out volunteers with the required expertise.

Be open to real issues: For girls, important topics are things like relationships, peer pressure, school, money, drugs, and other serious issues. Follow the sensitive issues guidelines found on page 19.

Show respect: Girls often say that their best experiences were the ones where adults treated them as equal partners. Being spoken to as a young adult helps them grow.

Offer options: Providing flexibility in changing needs and interests shows that you respect the girls and their busy lives. But whatever option is chosen, girls at every program level also want guidance and parameters.

Stay current: Be aware of the TV shows girls watch, movies they like, books and magazines they read, and music they listen to—not to pretend you have the same interests, but to show you’re interested in their world.

One way to communicate with girls is through the **LUTE** method—**listen, understand, tolerate, and empathize**.

Here is a breakdown of the acronym LUTE as a reminder for you when a girl is upset, angry, or confused:

L = Listen

Hear her out, ask for details, and reflect back what you hear, such as, “What happened next?” or “What did she say?”

U = Understand

Try to be understanding of her feelings, with comments such as, “So what I hear you saying is . . .” “I’m sure that upset you,” or “I understand why you’re unhappy,” or “Your feelings are hurt; mine would be, too.”

T = Tolerate

Let her know you can tolerate the feelings she is carrying. Signify that you can listen and accept how she is feeling about the situation. Say something like: “Try talking to me about it. I’ll listen,” “I know you’re mad—talking it out helps,” and “I can handle it—say whatever you want to.”

E = Empathize

Let her know you can imagine feeling what she’s feeling, with comments such as, “I’m sure that really hurts” or “I can imagine how painful this is for you.”

Addressing the Needs of Older Girls

Consider the following tips when working with teenage girls:

- Establish parameters for informal sensitive issue conversations with parents annually (see page 19)
- Think of yourself as a partner and as a coach or mentor (not as a “leader”)
- Ask girls what rules they need for safety and what group agreements they need to be a good team
- Understand that girls need time to talk, unwind, and have fun together
- Ask what they think and what they want to do
- Encourage girls to speak their minds
- Provide structure, but don’t micromanage
- Give everyone a voice in the group
- Treat girls like partners
- Don’t repeat what’s said in the group to anyone outside of it (unless necessary for a girl’s safety)

Creating an Atmosphere of Acceptance and Inclusion

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all. It's about being a sister to every Girl Scout. You're accepting and inclusive when you:

- Welcome every girl and focus on building community
- Emphasize cooperation instead of competition
- Provide a safe and socially comfortable environment for girls
- Teach respect for, understanding of, and dignity toward all girls and their families
- Actively reach out to girls and families who are traditionally excluded or marginalized
- Foster a sense of belonging to community as a respected and valued peer
- Honor the intrinsic value of each person's life

As a volunteer, your interactions with girls present an opportunity to improve the way society views girls with disabilities. Historically, disabilities have been looked at from a deficit viewpoint with a focus on how people with disabilities could be fixed. Today, the focus is on a person's abilities—on what she can do rather than on what she cannot. If you want to find out what a girl with a disability needs to make her Girl Scout experience successful, simply ask her or her parent/guardian. If you are open and honest, they'll likely respond in kind, creating an atmosphere that enriches everyone.

It's important for all girls to be rewarded based on their best efforts—not on the completion of a task. Give any girl the opportunity to do her best and she will!

Sometimes you may have to change a few rules or approach an activity in a more creative way. Here are some examples of ways to modify activities:

- Invite a girl to complete an activity after she has observed others doing it.
- If you are visiting a museum to view sculpture, find out if a girl who is blind might be given permission to touch the pieces.
- If an activity requires running, a girl who is unable to run could be asked to walk or do another physical movement.

Please contact your service unit manager with any other inclusion issues or concerns.

Inclusion Resources for Engaging Girls with Disabilities

- Inclusion video training (found on gsLearn)
- Kids Included Together – www.kit.org
- Partners for Youth with Disabilities – www.pyd.org
- Corporation for National & Community Service – Disability Inclusion - <https://www.nationalservice.gov/resources/disability-inclusion>

Additional resources for engaging girls with disabilities can be found on our website under: **Volunteer-Inclusion**

To request a disability-related accommodation, such as an ASL interpreter, Braille document, or adaptive camping equipment, please contact Customer Care: customercare@gscnc.org

Contact Customer Care at 202-274-3327 with questions about how to ensure the inclusion of girls with disabilities within the Girl Scout community.

Language

When talking about people with disabilities, it is important to keep two concepts in mind: people-first language and identity-first language. Many people prefer **People-First Language**, which emphasizes the person, not the disability. Disability is no longer the primary, defining characteristic of an individual, but one of several aspects of the whole person. However, some people prefer **Identity-First Language**, which places the disability-related word first in a phrase. It emphasizes the disability as a significant aspect of a disabled person's identity. When in doubt, just ask!

People-First Language - Put the person before the disability

Say . . .	Instead of . . .
She has a learning disability.	She is learning disabled.
She has a cognitive disability.	She is intellectually disabled; she is slow.
She uses a wheelchair.	She is wheelchair-bound.

Identity-First Language - See disability as a part of the person's identity

Say . . .	Instead of . . .
She is disabled.	She is a person with a disability.
She is Autistic.	She is a person with autism.
She is Deaf.	She is hearing impaired.

When interacting with a girl (or parent/guardian) with a disability, consider these final tips:

- When talking to a girl with a disability, speak directly to her, not through a parent/guardian or friend.
- It's okay to offer assistance to a girl with a disability, but wait until your offer is accepted before you begin to help. Listen closely to any instructions the person may have.
- Leaning on a girl's wheelchair is invading her space and is considered annoying and rude.
- When speaking to a girl who is deaf and using an interpreter, speak to the girl, not to the interpreter.
- When speaking for more than a few minutes to a girl who uses a wheelchair, place yourself at eye level.
- When greeting a girl with a visual disability, always identify yourself and others. You might say, "Hi, it's Sheryl. Tara is on my right, and Chris is on my left."

Registering Girls with Cognitive Disabilities

Girls with cognitive disabilities can be registered as closely as possible to their chronological ages. They wear the uniform of that program level. Make any adaptations for the girl to ongoing activities of the program level to which the group belongs. Young women with cognitive disabilities may choose to retain their girl membership through their 21st year, and then move into an adult membership category.

Including ALL Girls Patch

This patch program is designed to heighten Girl Scouts' awareness, understanding and acceptance of people's differences and disabilities. Girls will learn what inclusion of girls with disabilities in Girl Scouting really means and how to ensure its growth in every environment.

There are fun and educational activities designed for girls in all levels of Girl Scouts to use in troops, individually, or in other Girl Scout settings. A PDF of the patch program is available on the website at www.gscnc.org/patches



Chapter 5: Girl Scout Program

What Girl Scouting Does for Girls

Girl Scouting guides girls to become leaders in their daily lives, their communities, and the world. It may start in school and on sports teams, but research shows that the courage, confidence, and character they develop as Girl Scouts follows them throughout their lives. Girls **Discover** their values and their sense of self-confidence, they **Connect** with others, and they **Take Action** to change the world for the better. These are the Three Keys to Leadership.

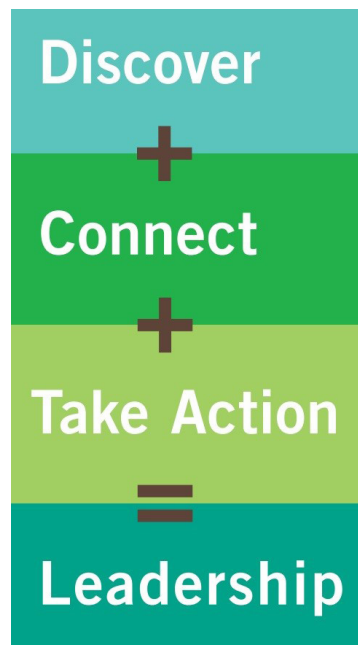
Discover, Connect, & Take Action

The Girl Scout program—what girls do in Girl Scouting—is based on the Girl Scout Leadership Experience (GSLE), a national model that helps girls become leaders in their own lives. No matter where girls live or what their age or background, as Girl Scouts they are part of a powerful, national experience. As they build leadership skills, they also develop lifelong friendships and earn meaningful awards. We have identified three **Keys to Leadership** which girls receive through the program:

A girl **Discovers** her special skills and talents, finds the confidence to set challenging goals for herself, and strives to live by her values.

A girl **Connects** with others, which means she learns how to team up, solve conflicts and have healthy relationships. These skills help her in school right now and prepare her for any future career.

A girl **Takes Action** and makes the world a better place, learning a lot about her community and the world along the way.



Fun with Purpose

Fundamental to Girl Scouting is the way the program is run. Girl Scout activities ask volunteers to engage girls in **three processes** that make Girl Scouting unique from school and other extracurricular activities:

Girl-led: Girls of every grade level take an active role in determining what, where, when, why, and how they'll structure activities. Of course, you'll provide age-appropriate guidance.

Learning by doing: This means that girls have active, hands-on experiences. It also means they have a chance to think, talk, and reflect about what they are learning as a result of the activities. This kind of reflection is what helps girls gain self-awareness and confidence to dive into new challenges.

Cooperative learning: Look for ways to help each girl contribute her unique talents and ideas to the team. Girls learn so much about themselves and each other when they team up on common goals. Help all girls see how their differences are valuable to the team, and coach girls to resolve their conflicts productively.

The National Program Portfolio

You'll use several books, awards, and online resources to bring the Girl Scout Leadership Experience to life with girls. We strongly recommend that each girl has her own books from the National Program Portfolio. These books—the **Journeys** and **The Girl's Guide to Girl Scouting**—and national program awards—like badges and pins—are an important part of how Girl Scouting helps girls experience the power of millions of girls changing the world together.

The content of the National Program Portfolio allows girls to explore a variety of different topics, including experiences that focus on the **four Girl Scout pillars** of **STEM (science, technology, engineering, and math); entrepreneurship; life skills; and the outdoors.**

The Girl's Guide to Girl Scouting and Badges

Girl Scout program levels each have their own edition of *The Girl's Guide to Girl Scouting* which includes information about being a Girl Scout and requirements for earning certain badges including: seven traditional legacy badges, financial literacy, and cookie business badges. Additional skill-building badge requirements are sold separately and are available for download on the Volunteer Toolkit. Learn more about the VTK on page 17.

The Girl's Guide to Girl Scouting also includes:

- Information on Girl Scout traditions
- Requirements for the My Promise, My Faith Pin
- Information on Service Awards and Bronze, Silver, and Gold awards in the appropriate level

The Important Difference Between Journeys and Badges

Journeys and badges are designed to give girls different leadership-building experiences, all while having fun!

- **Journeys** are multi-session leadership experiences for girls to explore topics such as bullying, media literacy, design thinking, or environmental stewardship. Girls do hands-on activities, connect with experts, and take the reins on age-appropriate Take Action projects. Because of their leadership focus, Journeys are also a prerequisite for the highly regarded Bronze, Silver, and Gold Awards
- **Badges** are all about skill building. When a Girl Scout earns a badge, it shows that she's learned a new skill, such as how to make a healthy snack, build and test a toy race car, or take great digital photos. It may even spark an interest at school or plant the seed for a future career. And remember: you'll have fun and learn by doing right alongside your girls!



Additional notes on badges:

- Girl Scout Daisies earn Petals and Leaves (which form a flower) in addition to badges
- Badges and other earned awards are worn on the front of a girl's sash or vest
- The knowledge and pride a girl gains from earning skill-building badges is more important than the quantity of badges earned

The Difference Between Community Service and Take Action Projects

As your girls look for meaningful ways to give back to their community, you can help sharpen their problem-solving skills and expand their definition of doing good by discussing community service and Take Action projects.

- **Community service projects** are all about making an impact right now and filling an immediate need in the community.
- Through their **Take Action projects**, girls change the world—or their part of it—and make it better, going forward. Take Action projects focus on creating a lasting, sustainable impact.

Both projects serve important needs, but at different levels. If your troop members want to pursue their Bronze, Silver, or Gold Award, they'll need to understand the kinds of projects that qualify. To make Take Action projects even more impactful for your girls, set time for them to reflect on their projects. When girls make time to internalize the lessons they've learned, they're more likely to find success in their future projects—or anything else they put their minds to.

Spanish-language Resources

Two of the Journey series—*It's Your World—Change It!* and *It's Your Planet—Love It!*—are available in Spanish, as are two new supporting books for Spanish-speaking volunteers to use with Spanish-speaking and bilingual Girl Scout Brownies and Juniors: *¡Las Girl Scouts Brownies Cambian el Mundo!* (*Girl Scout Brownies Change the World!*) and *¡Las Girl Scouts Juniors Apuntan a las Estrellas!* (*Girl Scout Juniors Reach for the Stars!*). The books, which introduce the Girl Scout movement to these girls and their families, provide everything you need for a fun-filled year in Girl Scouting. For more information on these resources, contact customercare@gscnc.org.

Getting Started with Journeys

At the core of the Girl Scout Leadership Experience (GSLE) are National Leadership Journeys, which are fun and challenging experiences grouped around a theme and spread over a series of sessions. To dive in, use these five simple steps:

1. **Check out the Journeys** at www.gscnc.org/journeys There, you can find information about the topics that each Journey covers, which you can share with girls. You'll find fun and meaningful traditions of Girl Scouting to complement your Journey in the *Girl's Guide to Girl Scouting*.
2. **Choose a Journey.** Because Girl Scouting is girl-led, it's important to give girls the chance to pick the Journey they want to do. Talk to them about what each Journey for their program level is about and let them choose one. Build off the ideas shared, but be sure to include opinions from all the girls.
3. **Login to the Volunteer Toolkit (VTK) to access Year Plans.** The Year Plan Library provides ideas on how to bring the Journey to life with girls while leaving room for creativity and customization. The VTK is a crucial tool in helping guide girls through their chosen Journey with ease.
4. **Invite girls (and their parents/guardians) to use their imaginations** to make the Journey come to life in ways that excite them. Remember that you and the girls don't have to do everything exactly as laid out in the sample sessions. Some things to get your girls to consider:
 - Can girls organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular Journey topic or theme?
 - Can they communicate with an expert or guest speaker to answer questions or demonstrate particular skills?
 - Which badges can the group choose to work on that will deepen their skills in this particular area?
5. **Step back and watch** how the girls, with your knowledge, support, and guidance, have enormous fun and a rewarding experience. Celebrate with them as they earn their National Leadership Journey awards—and perhaps some Girl Scout badges, too!



Nation's Capital Journey Planners

The Nation's Capital Journey Planners show leaders how you may choose to use the Journeys as a Nation's Capital Girl Scout. By linking together badge work, Girl Scout traditions, program partners and local resources this tool is a must have! Copies are available by PDF online (www.gscnc.org/journeys).

Emblems and Patches

In addition to the leadership awards tied to the Journeys and the National Proficiency badges, girls can show they belong by adding emblems to the front of their vests or sashes and participation patches on the back.

- **Emblems** show membership in Girl Scouts, a particular Council, a particular troop, or in some other Girl Scout group. These can be worn on the front of a sash or vest (see the diagram in the handbook section of *The Girl's Guide to Girl Scouting* to see where these are placed, or at www.gscnc.org/shop).
- **Participation patches** represent activities girls have tried and are fun ways for girls to remember special events they've attended. As these patches and pins aren't tied to skill-building activities, they are worn on the back of a girl's sash or vest.



Girl Scouting's Highest Awards

As your girls discover their passions and the power of their voices, they'll want to take on an issue that's captured their interest and is meaningful to them. Encourage them to turn their vision into reality by taking on the ultimate Take Action projects in order to earn Girl Scouts' highest awards.

The Girl Scout Bronze, Silver, and Gold Awards honor girls who become forces for good and create a lasting impact on their communities, nationally and around the world. Information on the awards and guidelines can be found on our website at www.gscnc.org/awards.

See pages 33 and 34 for information about money-earning and using troop funds for the highest awards.



The Girl Scout Gold Award is the standout achievement of girls who develop meaningful, sustainable solutions to challenges in their communities and the world. **Seniors and Ambassadors** who have completed either two Girl Scout Senior/Ambassador level Journeys or earned the Silver Award and completed one Senior/Ambassador level Journey can pursue their Gold Award.



The Girl Scout Silver Award can be earned by **Cadettes**; the prerequisite is one Cadette Journey and its associated Take Action project. The Silver Award can be earned by an individual girl or by a small group.



The Girl Scout Bronze Award can be earned by **Juniors**; the prerequisite is one Junior Journey and its associated Take Action project. The Bronze Award is earned by the group.



The Silver Trefoil Award is a Nation's Capital award that focuses on community service. A girl may receive this award by providing 100 hours of service to the Girl Scout community, local and national organizations (including government), and global efforts.

Did you know that a Gold Award Girl Scout is entitled to enlist at a higher pay grade when she joins the U.S. military? A Gold Award Girl Scout's achievements also prime her for the fast track when it comes to college admissions and make her an outstanding candidate for scholarships and other financial awards. Her future has never looked brighter!

Girls are eligible to earn any recognition for their current program level. Any girl is eligible to earn the Gold Award even if she joined Girl Scouts for the first time in high school.

You'll be inspired when you see and hear what girls can accomplish as leaders, and by the confidence, grit, problem-solving skills, time and project management experience, and team-building expertise they gain while doing so.

A Tradition of Honoring Girls

From the beginning of Girl Scouts, one prestigious award has recognized the girls who make a difference in their communities and in their own lives. The first of these awards, in 1916, was the Golden Eagle of Merit. In 1919, the name changed to The Golden Eaglet, and in 1920, the requirements for The Golden Eaglet were updated. The First Class Award existed for only two years, from 1938–1940, and was replaced in 1940 with The Curved Bar Award, the requirements for which were updated in 1947. In 1963, GSUSA re-introduced the First Class Award, for a girl who was an “all-around” person, with skills in many fields and a proficiency in one. Today's highest award, the Girl Scout Gold Award, was introduced in 1980.

Nation's Capital Programs and Events

Participation in Council-Registered Programs

Only Nation's Capital registered individuals and troops may register for programs. Many Council-registered programs have limited capacity; check with the Customer Care department for availability. Troop leaders must, on their honor, adhere to these limits to ensure maximum girl participation. Some programs allow only the girls to participate in the actual activities. Most programs are designed for troop participation. Troops seeking activities open to family and friends are encouraged to coordinate with program vendors.

Program Partners

Program Partners are programs and events advertised as a service to aid in troop planning. Program Partners range from museums to commercial establishments to individual entrepreneurs. Some programs are designed specifically for Girl Scouts, while others are open to the public as well. Registration and information are handled by the vendor. Vendors have provided our Council with a certificate of insurance where necessary, **but there is no Nation's Capital staff at or directly associated with the program. Troop leaders must ensure Safety Activity Checkpoints and *Volunteer Essentials* standards are adhered to.**

Premier Program Partners are program partners that offer high quality programs aligned with the Girl Scout Leadership Experience, and have a proven track record of success working with Girl Scouts. Look for the Premier Program Partner designation on listings in the Girl Scout Insider publication or at www.gscnc.org/programpartners

Online Registration for In-Person Girl Programs

In-person program event registrants receive all communications via email at the email address in eBiz, the Council in-person event registration database. The person registering should watch for notices and updates and edit their account if their email address changes. Please be aware of registration type. Some are done by individual girl, some by troop. Guidelines may vary depending on the type. First come, first served programs accept registrations until the program is filled. Full payment is required at the time of registration.

The Council host a number of virtual program activities. The registration for these activities varies based on the platform being used. The email used to register will be used to communicate with registrants.

Fees and Payment Options

The online registration system accepts troop check card, personal credit, or debit cards only. Nation's Capital requires full payment for programs at the time of registration. Registration fees may include a non-refundable reservation fee for each individual registered. Troop leaders can help avoid loss of these fees by:

- Discussing program with girls and parents/guardians prior to registering
- Registering only those girls who have made a commitment to attend

Refund Policy

Refunds vary depending on the specific program. See the specific listing for details or contact Customer Care at registration@gscnc.org.

Council Patch Programs

Nation's Capital has developed additional recognitions which supplement those offered by GSUSA. These patch programs offer girls the opportunity to learn about subjects as an extension of badges, subjects of local interest, or those that support Council goals. These recognitions were created by Nation's Capital, but girls from any Council can earn them. We have more than a dozen patch programs; read more at www.gscnc.org/patches.

Council Program Kits

Nation's Capital program kits contain activity directions along with resources and the non-consumable items needed to complete the activities. Kits are available on a wide variety of subjects. Some kits are specifically designed to help girls earn badges or patches, while others are more general in nature.

Any troop may check out a kit. Reserving a kit is easy, just go to www.gscnc.org/kits. You'll need to plan in advance though; kit requests should be submitted at least three weeks before your desired pick-up date. Most kits are free of charge and can be kept for up to four weeks at a time. Some specialty kits have a rental fee and specific time limits for use. See page 58 for more details on reserving kits.

Don't live near the Connecticut Avenue office? No problem. Kits can be picked up and dropped off at any of the satellite offices or the Equipment Center in Chantilly, VA (see page 58). When you return your kits, you'll receive an evaluation email. We look forward to your feedback.

Publications and Information

Nation's Capital has many resources promoting the vast program opportunities for girls in the Council. Most of the publications described below are available on the website. If you do not have computer access, please contact the Program department for assistance.

- **Girl Scout Insider:** A print publication containing information on Council-registered and Program Partner events. It is published in August and January, and can found at www.gscnc.org/publications.
- **Program Kits 411:** A publication summarizing the kit topics the Council offers, and age levels for which they are recommended. To reserve a kit, visit www.gscnc.org/kits.
- **The Gold Standard:** An online publication which details the pathway to earn the Gold Award.
- **Award Yearbook:** This annually printed publication honors and recognizes the achievements of girls who have earned the Gold Award, Silver Award, and Silver Trefoil; also available on the website at www.gscnc.org/awards.
- **Posts on "Daisy, Brownie & Junior Program - GS Nation's Cap" Rally:** Frequent notifications regarding younger girl opportunities will be posted through Rallyhood.
- **Posts on "Teen Program & Earned Awards - GS Nation's Cap" Rally:** Similar to information formerly shared in Teen Edition, frequent notifications will be posted for opportunities and upcoming deadlines and events for Girl Scout Cadettes, Seniors, and Ambassadors.
- **Troop Edition:** Weekly email newsletter distributed to service unit managers and troop leaders. Also available at www.gscnc.org/programpartners.
- **Annual Report:** An overview of Girl Scouting, showcasing the accomplishments of girls alongside Council statistics and data. Distributed online.



Archives and History Program Centers

Visit our archive centers to see Girl Scout artifacts and learn about the history of Girl Scouts Nation's Capital. Register online at www.gscnc.org/events.

**Frederick, MD – Archives & History Program Center
in Honor of Diane Tipton**
3 Hillcrest Drive, Suite A103
Frederick, MD 21703

Winchester, VA – Girl Scout Archives
110 Youth Development Court
Winchester, VA 22602

Girl Scout Traditions and Celebrations

Throughout the long history of Girl Scouts, certain traditions remain meaningful and important. This section gives you an overview of annual celebrations in the Girl Scout year, as well as other revered Girl Scout traditions.

Girl Scout Sign



The idea of the sign came from the days of chivalry, when armed knights greeted friendly knights by raising the right hand, palm open, as a sign of friendship. To give the sign, raise the three middle fingers of the right hand palm forward and shoulder high (the three extended fingers represent the three parts of the Girl Scout Promise). Girls give the sign when they:

- Say the Promise or Law
- Are at an investiture ceremony that welcomes new members into Girl Scouting
- Receive an award, patch, pin, or other recognition

Girl Scout Handshake



The handshake is a more formal way of greeting other Girl Scouts, and is also an appropriate way to receive an award. Shake left hands and give the Girl Scout Sign with your right hand.

Quiet Sign



The quiet sign can be extremely useful to you as a volunteer, so teach it to girls during your first meeting. Raise your hand high with an open palm. As girls in the group see the sign, they stop talking and also raise their hands. Once everyone is silent, the meeting can begin.

Girl Scout Slogan and Motto

The Girl Scout slogan is, “Do a good turn daily.” The Girl Scout motto is, “Be prepared.”

Songs

Girl Scouts have always enjoyed the fun and fellowship of music. In fact, the first Girl Scout Song Book, a collection of songs put together by girl members, was published in 1925. Songs can be used to open or close meetings, enhance ceremonies, lighten a load while hiking, or share a special moment with other Girl Scouts. Many songbooks are available for purchase online; check out our Council shop for a wide selection.

Girl Scout Calendar

February 22: World Thinking Day (the birthday of both Lord Baden-Powell and Lady Olave Baden-Powell, the originators of Boy Scouts and the Scouting Movement worldwide)

Last weekend in February – National Girl Scout Cookie Weekend

March 12: The birthday of Girl Scouting in the USA. The first troop meeting was held in Savannah, Georgia, on this date in 1912. Note that Girl Scout Week begins the Sunday before March 12 (a day known as “Girl Scout Sunday”) and extends through the Saturday following March 12 (a day known as “Girl Scout Sabbath”)

Third week in April: Volunteer Appreciation Week centers on the long-standing National Girl Scout Leaders’ Day (April 22), but expands the definition of volunteers beyond troop leaders to include all the volunteers who work in so many ways on behalf of girls in Girl Scouting.

October 31: Founder’s Day (Juliette Gordon Low’s birthday)

World Thinking Day: February 22

World Thinking Day, first created in 1926, offers a special day for Girl Scouts and Girl Guides from around the world to “think” of each other and give thanks and appreciation to their sister Girl Scouts and Girl Guides. February 22 is the mutual birthday of Lord Baden-Powell, founder of the Boy Scout movement, and his wife, Olave, who served as World Chief Guide.

Today, girls honor World Thinking Day by earning the World Thinking Day award, which focuses on an annual theme selected by the World Association of Girl Guides and Girl Scouts. They also show their appreciation and friendship on World Thinking Day not only by extending warm wishes but also by contributing to the Juliette Low World Friendship Fund, which helps offer Girl Guiding/Girl Scouting to more girls and young women worldwide.

Through Global Girl Scouting, members participate in World Thinking Day on February 22, visit the five WAGGGS world centers, participate in international travel, promote global friendship and understanding by supporting the Juliette Low World Friendship Fund, and take action on global issues.

Time-Honored Ceremonies

Ceremonies play an important part in Girl Scouts. They are used to celebrate accomplishments, experience time-honored traditions, and reinforce the values of the Girl Scout Promise and Law. They encourage girls to take a pause in their busy lives and connect in meaningful ways. Here’s a brief list, in alphabetical order, so that you can become familiar with the most common Girl Scout ceremonies:

- **Bridging** ceremonies mark a girl’s move from one program level of Girl Scouting to another, such as from Junior to Cadette. (Fly-Up is a special bridging ceremony for Girl Scout Brownies who are bridging to Junior Girl Scouts.)
- **Closing ceremonies** finalize the meeting, with expectations for the next. A closing ceremony may be as simple as a hand squeeze while standing in a circle.
- **Court of Awards** is a time to recognize girls for the awards and honors they have achieved during the Girl Scout year.
- **Flag ceremonies** can be part of any activity and honor the American flag; may be used as an opening.
- **Girl Scout Bronze, Silver, or Gold Award** ceremonies honor Girl Scouts who have earned the Girl Scout Bronze, Silver, or Gold awards, and are usually held for a group and combined with Silver Trefoil Awards.
- **Girl Scouts’ Own** is a girl-led program that allows girls to explore their feelings and beliefs around a topic (such as the importance of friendship or the personal meaning they get from the Girl Scout Promise and Law) using spoken word, favorite songs, poetry, or other methods of expression. It is never a religious ceremony.
- **Investiture** welcomes new members, girls or adults, into the Girl Scout family for the first time.
- **Opening** ceremonies start troop meetings and can also begin other group meetings.
- **Pinning** ceremonies help celebrate when girls receive program-level Girl Scout pins.
- **Rededication** ceremonies are opportunities for girls and adults to renew their commitment to the Girl Scout Promise and Law.

Bridging and Continued Participation

The end of the troop year doesn't have to be the end of a girls' time with Girl Scouting, or the end of your time with girls. Some girls may no longer have time for a full-year commitment and will be unsure what's next for them. Others won't be able to imagine their lives without this same group of girls. Here's how you can best reengage your troop:

- Some girls will be excited to bridge to the next program level in Girl Scouting and will look to you for guidance on how to hold a bridging ceremony. Even if you're not sure of your continued participation with Girl Scouts (and we hope you will find lots of exciting ways to be involved, even if leading a troop no longer fits your life), be sure to capture their excitement and work with them to plan a meaningful bridging ceremony.
- If you plan to stay with this troop, but some girls are bridging to the next program level, talk to your troop organizer or service unit manager about their placement in another troop.
- Talk to girls about earning their Girl Scout Bronze, Silver, or Gold awards, which are opportunities for them to make a dramatic difference in their communities—and to have plenty to brag about with college admissions officers too.
- Some girls may want other options besides troops. That's okay—Girl Scouts offers many ways to participate. Talk to girls about day and sleep-away camp, travel opportunities, series offerings, and events the Council may offer. Older girls especially enjoy these shorter-term, flexible ways to be Girl Scouts as well as what their troop offers.

And what about you? If you want to stay with your troop, start planning activities for next year. Register yourself for the next program level training if your girls are bridging. If you prefer to step back and let someone else take the lead, but would like to stay involved, let your troop parents and service unit volunteers know how you'd like to help moving forward.



Chapter 6: Girl Scout Entrepreneurial Programs

The **Girl Scout Cookie Program** is the leading entrepreneurial program for girls; no university has produced as many female business owners. The Girl Scout Cookie Program is the largest girl-led business in the country, with sales of more than \$800 million per year for girls and their communities nationwide.

On www.gsusa.org, you will find the latest Girl Scout Cookie videos for an inspiring look into just how powerful those treats—and the girls who sell them—can be. Girls gain a tremendous amount of confidence. It’s not easy to ask people to buy something. You have to speak up, look them in the eye, and believe in what you’re doing. These are all skills that help a girl succeed now and throughout the rest of her life.

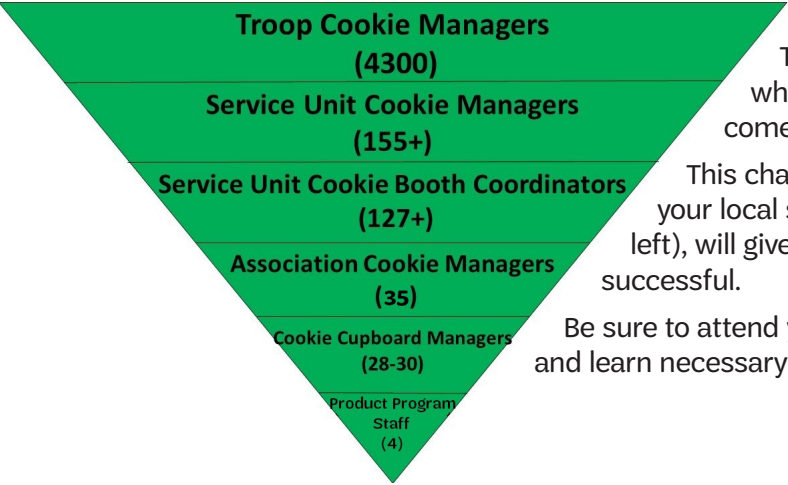
Council-sponsored product programs are the best way for girls to earn money and pursue their goals. The programs are much-loved by the community, and Council provides marketing materials and support that help girls run a great business.

Product Programs are an integral part of the Girl Scout Leadership Experience. With every season of cookies, another generation of girls learns five important skills, as seen in this chart.

The 5 Skills – Shaping Your Girl’s Future

GOAL SETTING
DECISION MAKING
MONEY MANAGEMENT
PEOPLE SKILLS
BUSINESS ETHICS

Selling Girl Scout Cookies Locally



The Girl Scout Cookie Program happens locally where thousands of Girl Scout volunteers like you come together to support the program.

This chapter gives you a brief overview of the program, but your local support team (see Cookie Organization pyramid at left), will give you all the tools and information you need to be successful.

Be sure to attend your local service unit meetings to stay connected and learn necessary cookie information.

A Sweet Tradition

It has been more than 100 years since Girl Scouts began selling home-baked cookies to raise money. The idea was so popular that, in 1936, Girl Scouts enlisted bakers to handle the growing demand.

Two commercial bakers are currently licensed by Girl Scouts of the USA to produce Girl Scout Cookies: Little Brownie Bakers and ABC Bakers. Each Council contracts with the baker of its choice. Each baker gets to name its own cookies (which is why some cookies have two names) and with GSUSA approval, decides which varieties are offered in a given year in addition to the three mandatory cookies (Thin Mints, Do-Si-Dos®/Peanut Butter Sandwich, and Trefoils/Shortbread). Our Council is a proud Little Brownie Bakers Council since 1974.

How the Cookie Crumbles

Share the information below with girls and their parents/guardians so everyone knows how revenue raised through the Girl Scout Cookie Program makes it possible for our Girl Scout Council to serve girls.

- Sale Price: \$5.00-\$6.00 per box
- \$0.98 Troop Proceeds (average based on various opportunities)
 - \$2.77 Direct Services to girls & volunteers
 - camping sites & services
 - Council-wide programs
 - broad menu of training opportunities for adult volunteers
 - technological & web support
 - staff support for associations, service units, and troops
 - financial assistance for girls and adult volunteers
 - \$1.25 Program Costs
 - cost of product
 - transportation
 - promotion
 - service unit proceeds
 - girl and troop rewards
 - administrative costs and debt



Please note: The above breakdown is based on packages selling for \$5.00. The program costs on a \$6.00 package are \$2.25.

The income from product programs does not become the property of individual girls. Girls, however, may be eligible for rewards based on individual and group achievement. The Council plan for rewards applies equally to all girls participating in product program activities. Nation's Capital always involves girls in the selection of rewards.

Recognizing Cookie Sellers in the Media

The Girl Scout Cookie Program has always been about and focused on the program outcomes, through which girls learn important entrepreneurial and life skills and invest their earnings to positively affect their local communities. The cookie program has never been about and does not focus on individual girls' sales results.

- There are many impressive cookie sellers throughout the United States, and the Girl Scout Movement will continue to recognize dynamic cookie sellers for various achievements tied to the Girl Scout Cookie Program.
- Girl Scouts of the USA does not currently track the top seller(s) of Girl Scout Cookies on a national level and does not identify a specific Girl Scout as the number one or "record-breaking" national cookie seller.
- You should not reference such girls as "top sellers" in the media. Doing so detracts from the essence of the Girl Scout Cookie Program.

The Girl-Volunteer Partnership

Underlying all the lessons that girls can learn from their participation in the Girl Scout Cookie Program is the girl-volunteer partnership. Ideally, this is a partnership between the girl and her leader and between the girl and her parents or guardian. Volunteers do not sell cookies; they participate only in supporting the direct involvement of girls.

During the Girl Scout Cookie Program, the girl-volunteer partnership may look like this:

- A volunteer and girl working together to make plans and set goals.
- A volunteer assisting a girl by giving her access to the information and training she needs but letting the girl do the selling and delivering of cookies.
- A volunteer guiding a girl in understanding the finances and letting her practice the skills.
- A volunteer advising a girl on how to market her cookies but allowing her to make her own decisions.
- A volunteer helping a girl understand her responsibility to support her local council but ensuring that her participation is voluntary.

Safely Selling in Product Program Activities

Girl safety is the top priority while selling Girl Scout Cookies and other products. Volunteers, parents, and girls should practice and adhere to the important safety tips outlined in *Volunteer Essentials*, Chapter 9- “Safety-Wise” and on GSUSA’s website at www.girlscouts.org/en/cookies/troop-leader-resources.html.

A few other considerations to help keep girls safe:

Permission: Parents or guardians must grant permission for girls to participate and must be informed about the girls’ whereabouts when they are engaged in product program activities (including if and when she is online). Parental support and approval must be present when a girl intends to access the online selling portals for Fall Product or Cookie Program.

Uniforms: Girls should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, tunic, sash, vest, or other Girl Scout clothing.

Supervision: Adult volunteers must monitor, supervise, and guide the sale activities of all girls at all program levels.

- Girl Scout Daisies, Brownies, and Juniors must be accompanied by a volunteer at all times. Girl Scout Cadettes, Seniors, and Ambassadors who participate in door-to-door sales must be supervised by (but do not need to be directly accompanied by) an adult. Girls of all program levels must **always** use the buddy system.

Payment: Money due for sold products is collected when the products are delivered to the customer (or as directed by Nation’s Capital). Girls will need to know whether their troop is accepting checks. If so, they should be made out to: Girl Scouts Nation’s Capital and their troop number.

Privacy of Girl and Customer: Personal customer information should remain private.

- Customer credit card information is never collected by girls and should not be asked for on any form collected by girls.
- A girl’s physical address, social media identifier, email address, or phone number should never be revealed to anyone outside her immediate circle of family and friends.

Selling at Girl Scout Cookie Booths

Cookie booths, in areas with lots of foot traffic, are a popular way for girls to sell cookies as a team. There must be two unrelated volunteers. The Council has an established process for developing and offering cookie booth locations; you will learn more about this process during the selling season.

Here are some notes about locations for a cookie booth:

- In Nation’s Capital, the booth offerings are developed by the service unit booth coordinators.
- Troops should not approach businesses to set up individual booths. If you have a contact that may allow booths, please share that with the service unit cookie booth coordinator.
- For additional clarity, **booths will not be established or approved at locations that girls cannot legally patronize.**
- With respect to marijuana dispensaries, we have been steadfastly combating the unauthorized uses of the Girl Scout trademark by the cannabis community, which has been marketing—without our authorization—certain cannabis products under our youth-appealing brand. We are continuing to aggressively fight these unauthorized uses of the Girl Scout brand and hope that **our volunteers will join Girl Scouts of the USA’s efforts by discouraging cookie booths at such locations.**

On the day of the sale, these tips will help make booth sales enjoyable for everyone:

- Ensure that you have adequate space at the booth (table, products, and girls) to allow safe passage by pedestrians, bikes, and cars.
- Girls make **all** sales, except in cases where volunteers are helping Daisies handle money.
- Respect the surrounding businesses by making sure your booth isn’t blocking a store entrance or exit.
- Attract customers with colorful signs. Remind girls to be polite and to have their sales pitch ready for interested shoppers.
- Report any suspicious people in the area to local security.

Using Online Resources and Social Media to Market Cookies and Other Products

Girls are only to use the internet to market the Girl Scout Cookie Program and Fall Product Program to friends and family (for clarity, “friends and family” are people whom the girl or her family personally know).

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a girl while also being supervised by her parents or caretakers.
- Friends and family of a girl participating in the cookie program must not market or share a girl’s contact information, sales links, or sales information on public-facing online sites. They also should not share their sales links with any news outlets (this includes online and traditional news media, such as radio, television, or magazines).
- For safety purposes and other reasons, online marketing activities, especially those conducted through social media platforms, should always be done through accounts set to “private.”
- Should any online marketing activities be identified as in violation of guidelines, GSUSA or the Council reserves the right to intervene and request removal or remove the post.
- Parents, girls, and volunteers should contact and collaborate with the Council and GSUSA in advance on any national news media opportunities.

Girls may use Facebook, Twitter, Instagram, text messages, and emails as online marketing tools to let family, friends, and former customers know about the sale and collect indications of interest. All are effective ways that girls 13 and older can promote cookie and other product program. Girls under 13 cannot independently set up online marketing sites. Girls under 13 can use their parent or guardians online sites with their approval and supervision.

Cookie Donation Programs

Girl Scouts Nation’s Capital has a virtual Gift of Caring program called Troop2Troops. This program allows supporters of the Girl Scout Cookie Program to make “virtual” donations to the USO Metropolitan Washington, our virtual Gift of Caring program partner. Council delivers donated cookies at the end of the season.

Troops can also choose an organization as their Hometown Heroes, which girls promote throughout the selling period as an option for customers to support. Capital Cookies Care, a 2021 pilot, will be an online channel for cookie supporters to buy and donate their favorite cookies to a troop’s Hometown Heroes. This online pilot will be run through a crowdfunding platform hosted on the GSCNC website. Troops will deliver cookies to their Hometown Heroes and document the donation with a Notice of Donation signed by the recipient.

Here are some things to remember about cookie donations:

- Donated cookies must stay within the Council jurisdiction unless Council has the approval from other council jurisdictions
- Donated products cannot be resold and must be used in a responsible and ethical way
- Donated products are used in a way that does not undermine the work of councils or jeopardizes the integrity of the Girl Scout Brand

Fall Product Program

Like the Cookie Program, the **Fall Product Program** combines educational activities with money earning opportunities. The Fall Product Program is directed toward family, friends, and community connections- those closest to Girl Scouting. It enables troops to earn startup money by selling magazine subscriptions as well as nuts and candy. Find more information at www.gscnc.org/en/cookies/fall-product-sales.html

Girls creating their digital store front during the Fall Product Program makes for a quick and easy transition to their Cookie Program digital storefront. They will use the same login and their email contacts will already be there, so they are able to send emails right away.

Chapter 7: Camp and Outdoor Programs

Girl Progression in the Outdoors

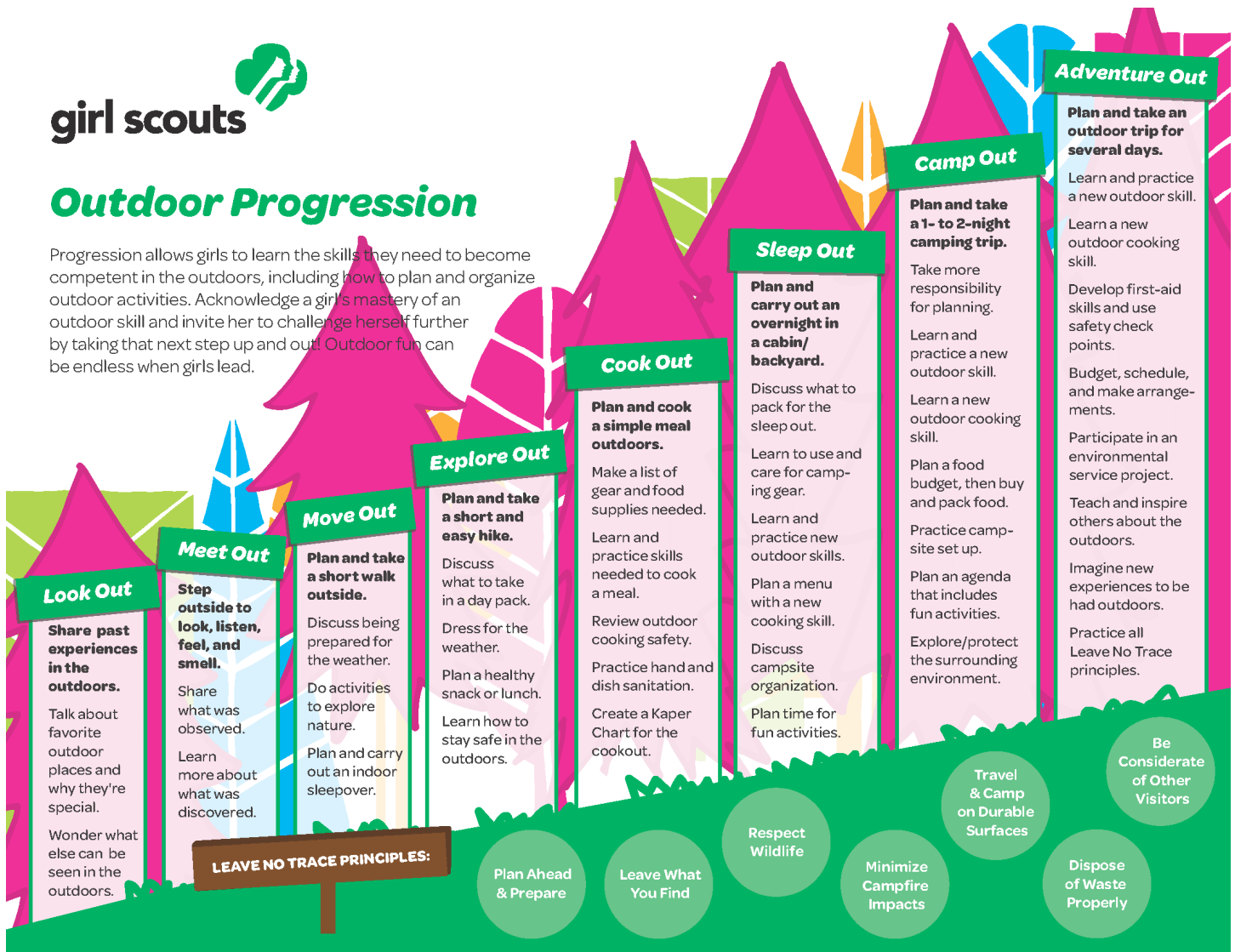
The Girl Scout outdoor program is designed to provide girls with a progression of activities. Girls are encouraged to select age-appropriate outdoor activities as part of their broad Girl Scout program. Leaders may work with other trained volunteers to assist them in the delivery of the outdoor program. An outdoor meeting, a hike around a meeting site and backpacking are equally appropriate outdoor activities depending on the age, readiness and skills of the girls.

Leaders must refer to the Safety Activity Checkpoints (found at www.gscnc.org/forms) when planning activities in the out-of-doors. Troops who plan to camp or cook out-of-doors over an open fire must have a volunteer that is a Nation's Capital camp-qualified volunteer or a cookout qualified volunteer as well as a currently certified first aider.



Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.



Camping Opportunities and Program

Nation's Capital Camps

An overnight camping experience is planned and carried out by a troop and its leaders. Troops may camp on Nation's Capital camp properties by reserving a campsite through our online system at www.gscnc.org/camp. Camping on non-Council camps is also a great opportunity to explore our local parks and campsites.

If a troop includes girls' families in an overnight camping trip, at least one parent/guardian per girl and all girls over the age of five must be registered.



Encampments

Service units, associations, or teen groups sometimes sponsor large group camping experiences. Encampments are planned by volunteers and girls provide program opportunities as designed by the sponsoring group. Encampments are typically held in the fall and spring. Encampment sites may be on our camp properties or non-Council campsites. Information and applications for service unit encampments on Council sites are posted on our website in the fall for spring camps and in the spring for fall camps.

Core Camps

Core camps are weekend camping events in which the programming and meals are provided by a teen troop. Activities are designed to acquaint leaders and girls with program resources and the opportunity to explore the out-of-doors in a more structured setting. Various events are held in the fall and spring for all grade levels. Core camp information is published on our website.

Summer Sleep-Away Camp

Summer sleep-away camp is a camping experience ranging from three days to two weeks, based on the age of the girls. Participation is by individual girls. Girls from all parts of the Council camp under the guidance of skillfully trained counselors. Girls form units based on their selected program themes and participate in activities related to that theme as well as "traditional" Girl Scout camp activities. Sleep-away camp information is distributed in January.

Summer Day and Evening Programs

Programs are offered in summer at a variety of sites within our Council. Programs may be community-based outreach programs designed to introduce or better establish Girl Scouting in a geographic area or volunteer-led programs designed to improve the retention of girls. Summer day and evening program brochures are distributed in January.

Explore Camp Patch Program

A great way to introduce your troop to the outdoors is by completing the Girl Scouts Nation's Capital Explore Camp Patch Program. The Explore Camp Patch Program encourages girls to explore the outdoors and take part in Girl Scout traditions. Girl Scouts first earn the main patch of the program, which is focused on the eight basic outdoor skills. Then, they take their skills to the next level by earning an individual camp patch during their visit to a Nation's Capital camp. Each individual camp patch is focused on a specific camp property and a specific basic outdoor skill. For more information, visit www.gscnc.org/camp.

Reserving Campsites Online

Our Council owns eight camp properties that are available for rental by troops, groups, service units, and associations. Reservations for these sites can be made online anytime at www.gscnc.org/camp.

To reserve campsites for troop camping no more than three calendar months before your trip, all you need are:

- Access to the internet and an email address
- Name and training date of your troop's Camp Qualified Volunteer and First Aider
- 10 minutes of time

When you make a reservation, you will receive a confirmation email from noreply@doubleknot.com. Please review and print out this confirmation email – it contains very important information about your campsite reservation, including a link to the camp fact sheet. Contact the Customer Care department at customercare@gscnc.org or 202-274-3327 if you need more assistance.

How to Reserve a Campsite

Follow the steps below to easily reserve your campsite for overnight, day use, and/or high adventure.

Visit <https://bit.ly/GSCNCCampFAQ> for camping FAQs, pictures of camps, and more information about camping at a Nation's Capital camp property.

A: Select Your Camp

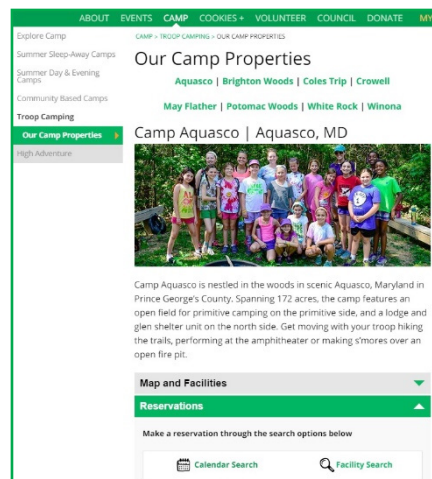
1. Go to www.gscnc.org/troopcamping
2. Click 'Select your camp here' (Look for the teepee!).
3. Choose your camp and click 'Reservations'.
4. Choose 'Calendar Search' or 'Facility Search'.

B: Select Reservation Details

1. Under 'Category', choose 'Overnight', 'Day Use', or 'High Adventure'.
2. Choose your dates.
3. Click 'Reserve', and then 'Checkout'.

C: Complete Reservation

1. At this point the system will prompt you to log in or create a new user account if you have never made a reservation in our Council.
2. Continue to follow the prompts to complete your reservation.



Fees for Nation's Capital Campsites

The fees below for overnight use apply to our members only. The fees are based on a per-night fee structure. Reserving sites for day use is always free. Visit www.gscnc.org/troopcamping to reserve a campsite. For information, contact the Customer Care department at customercare@gscnc.org or 202-274-3327.

Type Of Unit	Price per Night
Super Lodge*	\$45.00
Troop Lodge	\$35.00
Glen Shelter with Lodge	\$35.00
Glen Shelters and Platform Tents	\$25.00
Treehouses and Covered Wagons	\$25.00
Hammocks	\$15.00
Primitive and Teepee	\$10.00

*Super Lodges include Kresge Dining Hall at Potomac Woods, Cafritz Lodge at Winona, Firefly Lodge at Crowell, Dudley Dining Hall at White Rock, Ross Lodge at Coles Trip, and Brighton Lodge at Brighton Woods.

*Use of the commercial kitchens at Potomac Woods, Winona, May Flather, and White Rock is limited to large group use. Council approval must be obtained and a ServSafe certification is required. For more information, contact the Camping department.

Additional Information

Day use is only available from Sunday through Thursday. Remember, day use is FREE!

Now you can reserve up to four nights at a time, regardless of whether it's a weekday or a weekend!

Our Camp Properties

Camp Aquasco 17100 Aquasco Farm Road Aquasco, MD 20608 Lodge Phone: 301-579-2216 Primitive Side: 301-579-2636	Camp Brighton Woods 120 Brighton Dam Road Brookeville, MD 20833 Lodge and outside box: 301-774-4044	Camp Coles Trip 134 Paynes Lane (Aquia side) 2421 Courthouse Road (Arrowhead side) Stafford, VA 22554 Arrowhead Lodge: 540-659-6743 Whitehouse Lodge: 540-659-6274
Camp Crowell 10900 Vale Road 10899 Justin Knoll Road Oakton, VA 22124 Firefly Lodge: 703-648-0914	Camp May Flather 23 Camp May Flather Lane Mt. Solon, VA 22843 Porch of the Infirmary: 540-350-2113	Camp Potomac Woods 13932 Potomac Woods Lane Leesburg, VA 20176 Health Center: 703-771-8231
Camp White Rock 484 Pumphouse Road Capon Bridge, WV 26711 Cooper Lodge: 304-856-2854	Camp Winona 6885 Winona Place Hughesville, MD 20637 Porch of Sassafras: 301-274-2413	

Each camp has an emergency phone (location and number listed above) for year-round contact. Contact phone numbers for summer sleep-away camp can be found at www.gscnc.org/camp.

Our campsites have many wonderful amenities for girls to enjoy thanks to generous donors. The Appendix at the end of *Volunteer Essentials* contains eight detailed charts about our camp properties. Contact the Customer Care department at 202-274-3327 if you have any questions.

Equipment Center – Rentals

Troops may rent outdoor equipment, flags, outdoor games, or program kits from our Equipment Center located in Chantilly, VA. All equipment is loaned on a first-come, first-served basis via the reservation system. Our Equipment Center operates for Nation's Capital Girl Scout members only. Equipment cannot be rented by non-Nation's Capital Girl Scout groups or individuals, even if they are accompanying your troop.

How to Reserve a Program Kit or Equipment

Follow the steps listed below to easily reserve your program kit and equipment for a troop meeting, camping trip, or service unit gathering.

A: Select Your Kit or Equipment

1. Go to www.gscnc.org/kits
2. Scroll down and click on 'Reserve a kit online'; or, to reserve equipment, click on "Reserve Equipment".
3. Select the category the kit or equipment is in, the date you are picking it up, and how many days you plan on keeping it (Duration).
4. Choose your kit or equipment from the list that appears and click 'Reserve'. For kits, click on the 'More' button for a description and to download the Leader Guide, if available.

B: Select Reservation Details

1. To continue your reservation you will need to log into the system. If you have never checked out a kit or reserved a campsite or camping equipment before, you will need to 'Create a New User Profile'. Your login information for other Girl Scout accounts will not work.
2. After logging in, follow the prompts to complete your reservation.

C: Complete Reservation

1. Follow the steps to complete your reservation. Be sure to click 'Done' at the very end.
2. Check your email for a confirmation. If you do not receive an electronic confirmation then log back in and make sure you completed each step. The 'Done' button is very important.

- Available equipment includes: cooking and backpacking equipment, tents, ground covers, shelters, tarps, lanterns, outdoor games and more.
- Available flags include: Girl Scouts of the United States (GSUSA), Girl Scouts Nation's Capital, World Association of Girl Guides and Girl Scouts (WAGGGS), USA, West Virginia State, Maryland State, Virginia State, and District of Columbia, banners and more.
- Available kits include environmental, financial literacy, outdoor skills, Girl Scout legacy, STEM and more.
Please Note: Each kit contains directions along with resources and the non-consumable items needed to complete the activities.

Contact our Equipment Center staff with questions: Phone: 703-560-5072

Email: equipmentcenter@gscnc.org

Address: 14524 Lee Rd, Unit H, Chantilly, VA 20151

High Adventure Activities

High adventure activities are those that require specialized equipment, skills, and training. An easy way to remember this is that many of these are activities where “the girl’s feet leave the ground.” These activities require written permission, which can include an email or a form. If the vendor requires a release, this can also constitute written permission. The vendor must be on the Council vendor list. For high adventure activities that require a certificate of insurance, see pages 73-75. For a list of all High Adventure activities approved by the Council and activity-specific guidelines, review the Safety Activity Checkpoints (gscnc.org/forms). For more information about high adventure in our Council, please visit gscnc.org/highadventure.

High Adventure Qualifications and Certification

The Council provides training to qualify adult volunteers and teen girls to supervise camping activities and some high adventure certifications. Other high adventure certifications must be obtained directly from the organizations identified by Council and listed in the Safety Activity Checkpoints (www.gscnc.org/forms). If you would like to make a high adventure reservation at one of our camps but are not able to get anyone trained and certified in time, visit the “High Adventure for Your Troop” tab at www.gscnc.org/highadventure to request a facilitator.

Planning High Adventure Activities at Our Camps

The high adventure activities available for reservation at each of our camp properties can be found in the table below. To make a high adventure reservation, visit www.gscnc.org/troopcamping and follow the steps for reserving a campsite on page 57. High adventure areas are not available for overnight camping.

Camp	HA Activities Available
Aquasco	Slingshot*†, Tomahawk*†
Brighton Woods	Archery*, Slingshot*, Tomahawk*
Coles Trip	Archery*, Canoe, Kayak, Slingshot*†, Tomahawk*†
Crowell	Slingshot*, Tomahawk*, Low and High Challenge Course♥
May Flather	Archery*, Slingshot*†, Tomahawk*, Low Challenge Course*, Climbing Tower♣, Canoe Trailer
Potomac Woods	Archery*, Slingshot*, Tomahawk*, Canoe Trailer*, Kayak Trailer*
White Rock	Archery*, Canoe*, Kayak*, Slingshot*, Tomahawk*, Low Challenge Course*, High Challenge Course♥
Winona	Archery*, Canoe, Kayak, Slingshot*, Tomahawk*

*Bathrooms are not included with these High Adventure reservations. Be aware that you will not be permitted to use the restroom of any unit that is reserved by another troop during your high adventure reservation. You may not access any lodge unless it has been reserved by your troop/group.

† Ranges located on both sides (AQ, CT) or two ranges present (MF)

♥ Available only on select weekends – see website for details

♣ Large group event use only

Trailers: Boat trailers are available for rental. For more information, email highadventure@gscnc.org.

High Adventure Vendors

Nation's Capital also publishes a high adventure vendor list to assist troops in selecting program providers for high adventure activities not held at our camp properties. Vendors on the list have provided proof of insurance. To find a vendor near you, visit www.gscnc.org/highadventure.

Leaders are responsible for ensuring that all safety guidelines are followed and when possible should make a site visit before planning a high adventure activity with a vendor. The list of Safety Activity Checkpoints can be found under "Forms" on our website and in the VTK.

If the vendor is on the list, **make sure that their insurance expiration date is after the date of your activity.** Continue planning as necessary. Please note this list is updated at the end of each month.

If the vendor is not on the list, when scheduling your activity, tell the vendor that because your activity is considered high adventure by GSUSA safety guidelines, the company needs to provide a copy of their certificate of insurance that:

- Indicates at least \$3,000,000 General Liability Insurance
- Lists Girl Scouts Nation's Capital as a Certificate Holder
- Lists Girl Scouts Nation's Capital as Additionally Insured

It is your responsibility to ensure that the high adventure vendor you plan to use submits their insurance information to the Council. Requests to approve a new high adventure vendor must be made at least four weeks in advance of an activity or trip. Not all organizations are able to meet the above criteria; please contact the Camping department at 202-534-3793 if this occurs.

Submit certificates of insurance to:

Email: highadventure@gscnc.org

Mail: Girl Scouts Nation's Capital Attn: High Adventure
4301 Connecticut Ave., NW, Suite M2
Washington, DC 20008



Chapter 8: Field Trips and Travel

Girl Scouts is a great place for girls to learn how to plan and take exciting trips, because travel is built on a progression of activities—that is, one activity leads to the next. Girl Scout Daisies, for example, can begin with a discovery walk. As girls grow in their travel skills and experience and can better manage the planning process, they progress to longer trips. Trips should have a purpose and involve girl planning with volunteer guidance.

Travel Preparedness

If your group is thinking about travel, consider first whether the girls are mature enough to handle the trip. Determine a group's readiness for travel by assessing the girls':

- Ability to be away from their parents and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions well and easily
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Interest in adopting new skills, interests, and language skills (where applicable)

Trip Progression

Below are examples of different types of Girl Scout trips, listed in order of appropriate progression. **Remember, girls may show different levels of readiness, and trips should be planned based on where they are.**

Girl Scout Daisies and Up

- **Short trips to local points of interest:** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.

Girl Scout Brownies and Up

- **Day trips:** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city where you stop at a restaurant for a meal. This allows younger girls to choose the location and do much of the planning, while never being too far from home.
- **Overnight trips:** One or possibly two nights away to a Girl Scout camp site, nearby state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to whet their appetites but not long enough to generate homesickness.

Girl Scout Juniors and Up

- **Extended overnight trips:** Lasting over three nights. These include: camping or a stay in a hotel, motel, or hostel within the Mid-Atlantic region.

Girl Scout Cadette, Senior, and Ambassadors

- **National trips:** Travel anywhere in the country, often lasting three days or more. Encourage girls to consider trips that offer unique or educational components such as historic sites, museums, or rich cultural experiences around the country rather than recreational trips they would take with their families.
- **International trips:** Travel around the world often requires one or two years of preparation. Visiting one of the five World Centers is a great place to start as is traveling worldwide to do service. To learn about the five World Centers, visit <http://www.girlscouts.org/en/about-girl-scouts/global/world-centers.html>
- **GSUSA Getaway:** Prepackaged travel opportunities located in different cities around the country are good opportunities for troops traveling for the first time. For more information go to the GSUSA website: <http://forgirls.girlscouts.org/travel/take-a-trip/getaways/>
- **GSUSA Destinations:** Special coordinated Girl Scout activities that take place outside the troop (i.e. for individual girls). Travel can be a national or international experience. For more information, go to the GSUSA website: <http://forgirls.girlscouts.org/travel/take-a-trip/destinations>

Letting Girls Lead in Travel

To ensure that any travel you do with girls infuses the Girl Scout Leadership Experience at every opportunity, limit your role to facilitating the girls' brainstorming and planning—but never by doing the work for them. Allow the girls to lead, plan collaboratively, and learn by doing (and by making mistakes). All the while, provide ideas and insight, ask tough questions when needed, and support all their decisions with enthusiasm and encouragement!

It's true that as the locale gets farther away, the itinerary more complex, and the trip of greater duration, the details become richer and more complex, but planning every trip—from a day-long event to an international trek—starts by asking the following:

Planning

- What do we hope to experience?
- Where are we interested in going?
- When are we all available to go?
- Will everyone in our group be able to go?
- What are visiting hours and the need for advance reservations?
- What are our options for getting there?
- What can we do now to get ourselves ready?
- What is the availability of drinking water, restrooms and eating places?

Safety

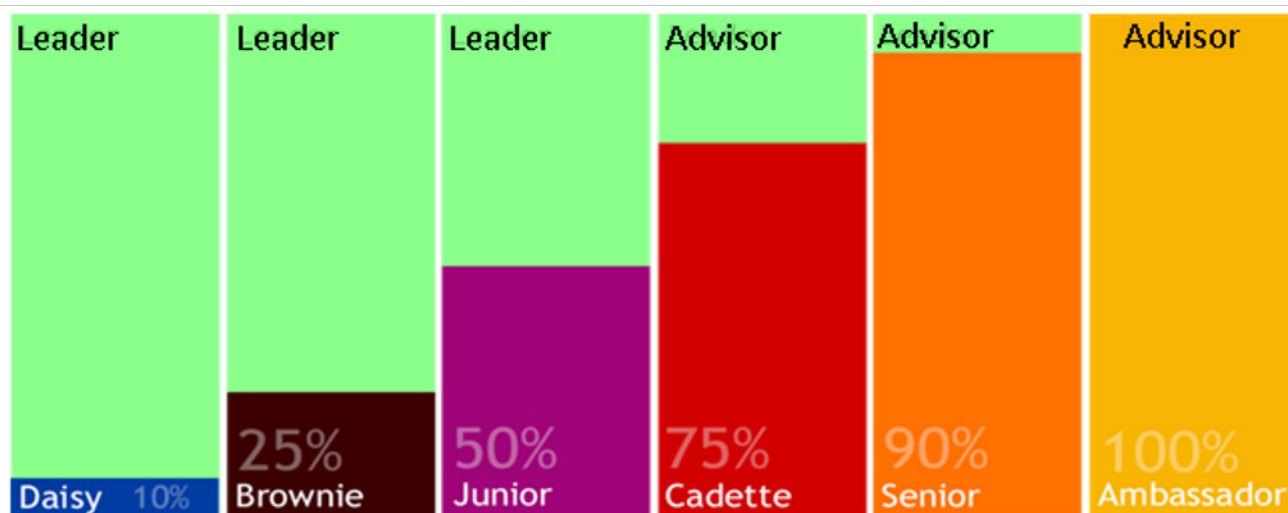
- Where is emergency help available?
- What safety factors must we consider??

Budget

- What's the least and most this trip could cost?
- How will we earn the money?
- Will the troop cover the required costs for adults? If so, for which positions? Or will adults cover their own fees? Please keep in mind that troops money-earn for the troop's expenses. Adults cannot benefit from a money-earning event specifically, but money can be designated (if the girls decide) for adult related expenses, as girls cannot attend events or travel without adults.

Progression in Planning and Travel

As you can see from the graph below, in Girl Scouts girls are always growing more confident and competent. As your girls get older, your role as the leader or advisor decreases, and their role increases. Specifically with planning programming and taking trips, this chart can be a useful guideline for working with your girls.



Family Role in Travel

Troop travel provides an amazing opportunity for girls to dream, plan, and experience something that they can't with any other organization. Girls experience personal growth by planning their own trip, making decisions as a group, bonding with other girls and gaining the independence that comes from traveling without family members. To ensure it is truly a Girl Scout trip, troops should limit the number of adults to the required girl-to-volunteer ratio for the trip.

Families may consider Girl Scout travel as a way to bond with their child. Please remember that all troop travel must comply with Girl Scout approval processes and guidelines. Even when families pay for themselves, the trip is still a Girl Scout function; families and tagalongs attending a Girl Scout trip must follow all Girl Scout principles and guidelines and cannot supersede the troop leader's authority. All adults and girls over the age of five must be registered members. It is not appropriate for anyone below the Cadette age level to attend an international trip or a trip more than 5 nights.

Council Approval

Council requires volunteers to take domestic or international travel training to help them guide their girls in planning any trip that requires Council approval. It is recommended that leaders take training before any planning begins: usually at least six months before a domestic trip, and at least one year before an international trip. Depending on the destination and duration of the trip, approval may be required.

Trips with no approval required from the service unit or from Council:

- Trips during regular meeting times
- Day trips
- Overnight trips lasting three nights or less
- Camping on Council or non-Council properties

Forms Needed for Trip Approval

Type of Trip	Forms Needed	When to submit
An event lasting 4 or more nights	Troop Overnight & Travel Approval Form* plus Extended Activity Insurance (see page 76)	A minimum of 4-6 weeks before a trip lasting 4 or more nights and international travel plus Extended Activity Insurance
Travel outside the continental US	Troop Overnight & Travel Approval Form* plus Extended Activity Insurance	A minimum of 4-6 weeks before a trip lasting 4 or more nights and international travel plus Extended Activity Insurance
Using a vendor that is not pre-approved	STOP! Contact the vendor at least 4 weeks before you go to request a certificate of insurance so they can be added to our approved vendor list. <i>Note: If travelling internationally and unable to obtain a certificate of insurance for High Adventure Activities, it is important that you ensure vendor adheres to ALL Safety Activity Checkpoints that pertain to the activity, and inform parents of increased risk.</i>	
Trips to WAGGGS Center	Additional forms may be required by the World Center.	

*The Troop Overnight & Travel Approval Form must include a budget, an itinerary, and a roster. It can be found on www.gscnc.org/forms. More information about insurance can be found on page 76.

Field Trip and Travel Packet

When a troop leaves its meeting space, a leader is responsible for gaining parental permission (see page 19) and assembling a field trip and travel packet. This chart below specifies items to be included:

Form	What it Does	Where Located
Girl Health History and Medical Authorization	Provides medical history and authorizes medical treatment in the event of an emergency.	www.gscnc.org/forms
Procedures for Accidents and Emergencies	Tells you what to do in the event of an emergency.	Inside back cover of <i>Volunteer Essentials</i>
Insurance Claim Form	Needed when emergency medical care is given for filing claim.	www.gscnc.org/forms

Note: At least one packet must be assembled although duplicate packets may be provided for additional drivers.

Procedures for Girl Scout Field Trips and Travel

Be sure to discuss the following safety items with your girls and their parents before you leave on any trip and consider putting this information into writing so it is on hand for everyone on the trip.

General Safety Checklist

- Drivers must follow Nation's Capital transportation guidelines as outlined in Chapter 9
- All drivers have the information and directions needed to get to the event
Please no caravanning, as it is a safety risk and increases the chance of people getting lost
- At least one accompanying adult volunteer must have completed program level training
- At least one participating adult volunteer has completed camping or troop travel training, if applicable
- At least one participating adult volunteer has first aid training, if applicable
- Where appropriate, certified lifeguards must be present
- The trip must meet recommended ratios of girls and volunteers, adhere to Safety Activity Checkpoints, and follow all security safety tips in this chapter

Tips for Girls Traveling Alone

If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, help her feel comfortable with the plan. Talk with her parents to assess her ability to handle herself. If she is flying, discuss the possibility of booking a nonstop flight to decrease stress and ask parents to contact the airline and make special arrangements for an unaccompanied minor. With the girl herself, develop a trip plan, discuss hotel security and safety, and talk about avoiding excess communication with strangers, not wearing a nametag, and avoiding exposing money or other items (such as electronics) that are attractive to pickpockets.

The Buddy System

The buddy system is a safety practice that groups two or three girls of equal ability together to watch over each other in an activity or during a trip. Under this system, each pair/trio is responsible for: staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if it is safe to do so, calling or going for help when the situation warrants it. Before a trip, have girls discuss the following with their buddy:

- What to do if she is separated from the group, whether by accident or because of a crime
- What to do in the event of a crime, including how to report
- What to do if she loses something significant: money, passport, luggage
- What to do if emergency help is needed
- How to perform basic first aid procedures
- How to deal with a large crowd (if applicable)
- What behaviors you expect—and what consequences exist for not living up to those behaviors



Involving Chaperones

To determine how many volunteer chaperones the girls will need, see the girl-to-volunteer ratios on page 15. In addition to planning activities, chaperones are expected to review and agree to follow the Girl Scout Safety Guidelines on page 18 and commit to the following list:

- Being a positive role model
- Respecting all girls and adults equally, with no preferential treatment
- Creating a safe space for girls
- Prioritizing the safety of all girls
- Supporting and reinforcing a group agreement
- Handling pressure and stress by modeling flexibility and a sense of humor
- Creating an experience for and with girls
- Getting physically fit (appropriate to the trip)

Staying in a Hotel, Motel, Hostel, or Dorm

Share these safety tips with girls before you leave on any trip involving a stay at a hotel, motel, hostel, dorm:

- Always lock the door behind you, using the deadbolt, and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call front desk to confirm.
- Don't mention or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station).
- Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn't provide access to inappropriate movies or allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel, and ask them to contact you if any girls are seen out of their rooms after bedtime.
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight and bag with your room key, wallet, passport, and cell phone on your bedside table that you can take if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase. Before leaving your room, feel the door; if it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.

Cruises

Cruises have become a popular choice for Girl Scout troop travel in the past 10 years. A cruise provides an opportunity for troops to explore new destinations in a cost-effective way as food and transportation from port to port is included. Cruises from major cruise lines like Disney, Royal Caribbean and Carnival do not need a certificate of insurance for troops to travel. Further, for all international trips including cruises, troops do not need to obtain certificates of insurance for shore excursions purchased through the cruise line. Troop leaders must adhere to all Safety Activity Checkpoints for shore excursions and any onboard activity such as pools, rock climbing walls, hot tubs, etc. Very few cruise lines provide lifeguards, and it may be necessary for troops to bring their own lifeguard to enjoy water activities.

All custodial parents must approve girls' travel outside the country on cruises. Most cruise lines will provide a form that must be signed and notarized for minors traveling without a parent. Finally, cruises are like moving cities and have the same issues as all locales where large groups of people are centered. Girls should always be chaperoned and never "roam" the ship alone.

From the Birthplace of Girl Scouting to the World Centers

The Juliette Gordon Low Birthplace in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations and Council approval are required to take a group of girls to visit the birthplace, and most educational opportunities are booked at least a year in advance, so book early! Families and individuals, however, do not need to reserve a tour in advance.

In addition, four lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel or dormitory-style accommodations. The world centers are operated by WAGGGS (World Association of Girl Guides and Girl Scouts) and offer low-cost accommodations and special programs. They are also a great way to meet Girl Guides and Girl Scouts from around the world.

Some Other Things to Think About

- Obtain approval for the trip **before** any non-refundable deposits are placed.
- All participants must be on the same itinerary, which needs to be submitted for the Girl Scout extended insurance (see page 76).
- Girls may not be able to call/text on the trip. Explain to parents that their daughter will not be in regular contact while on the trip and explain the process you've set up for emergency communications.
- Adults must not have work or family obligations which occupy their time while they are chaperoning.
- Program Grants and Troop Loans may be available but must be submitted 6-8 weeks in advance.
- Behavior and financial contracts developed by the girls and the troop leader for the trip are strongly encouraged. Both the girls and their parents as well as the troop leaders should sign the contracts.
- A permission to travel form for minors to go outside the country may need to be completed, even if one parent is attending the trip. The requirements are set by the individual countries and U.S. law does not apply. Often both parents must sign, even non-custodial parents. If a parent is deceased, the country may require a death certificate.
- WAGGGS International Centers have their own forms and deadlines. Be sure to check with the center well in advance.
- If passports will be required, check with each family to ensure they have a current passport AND find out the country that issued it. Visa requirements may be different depending upon which country issued the passport.
- Girl/parent meetings are essential to a well-run trip. The benefit of effective communications cannot be overstated!

Chapter 9: Safety-Wise

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority. So how can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, err on the side of caution and make the safety of girls your most important consideration.

Safety Responsibilities

You, the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. Remember your safety guidelines for volunteers, as outlined on page 18. Also, when planning and before any activity, always review the Safety Activity Checkpoints (www.gscnc.org/forms) with girls in order to manage safety and risk in Girl Scout-sanctioned activities.

Safety Responsibilities of Parents and Guardians

You want to engage each parent or guardian to help you work toward ensuring the health, safety, and well-being of girls. Clearly communicate to parents and guardians that they are expected to:

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
- Plan for their daughters to get to and from meeting places or other designated sites in a safe and timely manner and inform you if someone other than the parent or guardian will drop off or pick up the child.
- Provide their daughters with appropriate clothing and equipment for activities, or contact the troop leader before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Be aware of appropriate behavior expected of their daughters, as determined by the Council and you.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.
- Volunteer!

Safety Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
-

Safety Responsibilities and Role of the Male Leader in Girl Scouting

Adopted by the Nation's Capital Board of Directors, 6/13/89

The beliefs and principles of the Girl Scout Movement in the USA state that adult members of the Girl Scout Movement serve as role models to girls in inspiring them to these high ideals. Female and male leaders/advisors show girls how they become happy and resourceful citizens. Girls need both female and male role models to be truly well rounded. Nation's Capital strongly encourages men to accept leadership roles within the Girl Scout Movement.

Safety has always been a primary concern for Girl Scouts. To avoid even the appearance of impropriety and for the protection of leaders/advisors as well as the girls, it is Nation's Capital practice that there will be at least two adults at all Girl Scout sponsored activities, one of whom must be a female registered as a Girl Scout adult volunteer. It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls. In fact, it is generally encouraged that adults sleep in a separate area.

For male participation during overnight events, follow these guidelines:

- Men will have a separate, designated sleeping area, which can be a separate tent, room, or corner of lodge girls will not need access to
- If it is father/daughter or family camping event, males and their daughters may share sleeping quarters with other parent/guardian-camper pairs as long as ALL are in agreement. All girls MUST be accompanied by a parent or guardian.
- Men will have separate, designated bathroom facilities, or designated bathroom times
- When accounting for the girl-volunteer ratio, consider the proximity of designated sleeping areas
- Refer to Girl Scout Safety Guidelines (see page 18) for family camping guidelines

Online Safety

It's important to ensure girl safety in all online situations. In addition to the guidelines below, consider reviewing information provided by the FTC on online safety with your girls: www.consumer.ftc.gov/topics/kids-online-safety.

Setting Up a Group Website or Social Media Site

Groups whose girls meet age criteria (13 years or older) and have parental permission may set up a group Facebook page or website. They are a fantastic way for girls to share information, market Girl Scout products, and talk about their Take Action projects. Girl Scouts must be given administrative rights, and it must be approved by the Nation's Capital Marketing and Communications manager. All web or social media sites must be supervised by an adult volunteer.

Our Council also has a G.I.R.L. Squad, girls 13+ who take over the Council's Instagram page. To learn more contact media@gscnc.org.

Before you and the girls design a social media site or website, remember that they are an open forum for anyone, including potential predators. Documented instances of cyber stalkers make it imperative that any information that could jeopardize the safety and security of girls and volunteers is not disclosed on a website. Please adhere to these guidelines to ensure the girls' safety:

Cyber Guidelines

- Girls must have parental permission to use social media.
- Girls must meet age limits set by the provider, which is 13 and above in most cases, as per the United States Child Online Privacy and Protection Act and the Child Online Protection Act.
- Girls must sign the Girl Scout Internet Safety Pledge before doing any online activities, and must be under the supervision of adults (www.girlscouts.org/en/help/help/internet-safety-pledge.html).
- Any use of photos requires a photo-release form signed by parents/guardians of the girls pictured.
- Any use of online video sharing sites (such as YouTube), where the video is representing Girl Scouts or Girl Scout products, must follow specific requirements for that site and respect copyright materials. Girl Scout photo release forms must also be signed by parents/guardians and any adults pictured.
- Girls cannot have customers pay online (such as through a shopping cart function on a website the girls create). The only approved platforms allowed are those provided through Council by approved Girl Scout Product Vendors for online sales.
- When creating a Girl Scout troop or service unit web page, please follow all Girl Scout rules and branding requirements. Register the website with the Council's Marketing and Communications department and provide administrative rights to the Marketing and Communications manager (202-274-3304).
- Girls cannot expose their own or any other girl's email address, physical address, or phone number to the public. When writing email messages or online announcements, girls should sign with their first name only, along with their group number or name and our name – Girl Scouts Nation's Capital.

Girl Health History Forms and Adult Waivers

Please always keep in mind that information on any type of health form is confidential and will be shared only with people who must know this information.

Girl Health History

At the beginning of each membership year, the troop leader will collect a copy of each girl's Girl Health History/Emergency Medical Authorization Form (see below). This form is completed by the parent or guardian.

It is important for you to also be aware of any medications a girl may take or allergies she may have.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian. Some girls may need to carry and administer their own emergency medications, such as bronchial inhalers, an EpiPen, or diabetes medication.
**All Girl and Adult medications, except for approved self-carry emergency medications, should be secured in the Troop First Aid Kit (or other secure location) when it is not medication time.
- Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, and seafood. This means that, before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), ask whether anyone is allergic to peanuts, dairy products, or wheat!


Adult Activity Waivers

This form is not required but it may be requested by event planners depending on the type of event or activity. It is not required for standard troop meetings and non-high adventure activities. An example of this waiver can be found under "Forms" at www.gscnc.org.

Guidelines for Keeping Troop Documents

Troop leaders are advised to keep the following documents through the current membership year:

- Parent/Guardian Permissions (electronic emails or paper forms)
- Girl Health History Forms
- Financial Records



Girl Health History and Emergency Medical Authorization Form
This form must be completed annually and as changes occur by the child's parent or guardian and returned to the troop leader and/or troop first-aid leader prior to attending the first troop meeting. Use additional paper if needed.

Child's Name: _____ Address: _____ City: _____ State: _____ Zip: _____
Date of Birth: _____ Age: _____ School: _____ Grade: _____ Troop Number: _____

PARENT/GUARDIAN INFORMATION
Child is in the custodial care of: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Other: _____
Parent/Guardian 1: _____ Address (if different than child's): _____
Phone 1: _____ Phone 2: _____ Phone 3: _____ E-mail: _____
Parent/Guardian 2: _____ Address (if different than child's): _____
Phone 1: _____ Phone 2: _____ Phone 3: _____ E-mail: _____

EMERGENCY CONTACTS
Name: _____ Relationship: _____ Phone 1: _____ Phone 2: _____ Phone 3: _____
Name: _____ Relationship: _____ Phone 1: _____ Phone 2: _____ Phone 3: _____

HEALTH INFORMATION (Check all that apply and provide requested information)

Allergies	Yes	No	Explain "yes" answers. Include the type of allergy (e.g., "nut allergy" in the food category)
Animals	<input type="checkbox"/>	<input type="checkbox"/>	
Insect Stings	<input type="checkbox"/>	<input type="checkbox"/>	
Plants/Trees	<input type="checkbox"/>	<input type="checkbox"/>	
Food	<input type="checkbox"/>	<input type="checkbox"/>	
Drugs	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Condition	Dates	Condition	Dates	Condition	Dates
<input type="checkbox"/> ADD/ADHD		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Muscle Disease/Disorder	
<input type="checkbox"/> Arthritis		<input type="checkbox"/> Fainting		<input type="checkbox"/> Nervous System Disorder	
<input type="checkbox"/> Asthma		<input type="checkbox"/> German Measles		<input type="checkbox"/> Sickle Cell Anemia	
<input type="checkbox"/> Athletes Foot		<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Sinusitis	
<input type="checkbox"/> Bed Wetting		<input type="checkbox"/> Headaches/Migraines		<input type="checkbox"/> Skeletal Disease/Disorder	
<input type="checkbox"/> Bleeding/Clotting Disorder		<input type="checkbox"/> Hearing		<input type="checkbox"/> Skin Conditions	
<input type="checkbox"/> Bronchitis		<input type="checkbox"/> Heart Defect/Disease		<input type="checkbox"/> Sleep Disturbance/Walking	
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Hypertension		<input type="checkbox"/> Stomach Upsets	
<input type="checkbox"/> Colds/Sore Throats		<input type="checkbox"/> Kidney Disease		<input type="checkbox"/> Urinary Tract Infections	
<input type="checkbox"/> Constipation		<input type="checkbox"/> Measles		<input type="checkbox"/> Wear: <input type="checkbox"/> Contacts <input type="checkbox"/> Glasses	
<input type="checkbox"/> Convulsions		<input type="checkbox"/> Mononucleosis		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Diabetes		<input type="checkbox"/> Motion Sickness		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Ear Infections		<input type="checkbox"/> Mumps		<input type="checkbox"/> Other: _____	

Providing Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, you can help girls:

- **Know what to report.** See “Procedures for Accidents and Emergencies” on the inside back cover.
- **Establish and practice procedures for weather emergencies.** Certain extreme-weather conditions may occur in your area. Please consult with the Council for the most relevant information for you to share with girls.
- **Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses.** Every girl and adult volunteer must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
- **Assemble a well-stocked first aid kit that is always accessible.** First aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

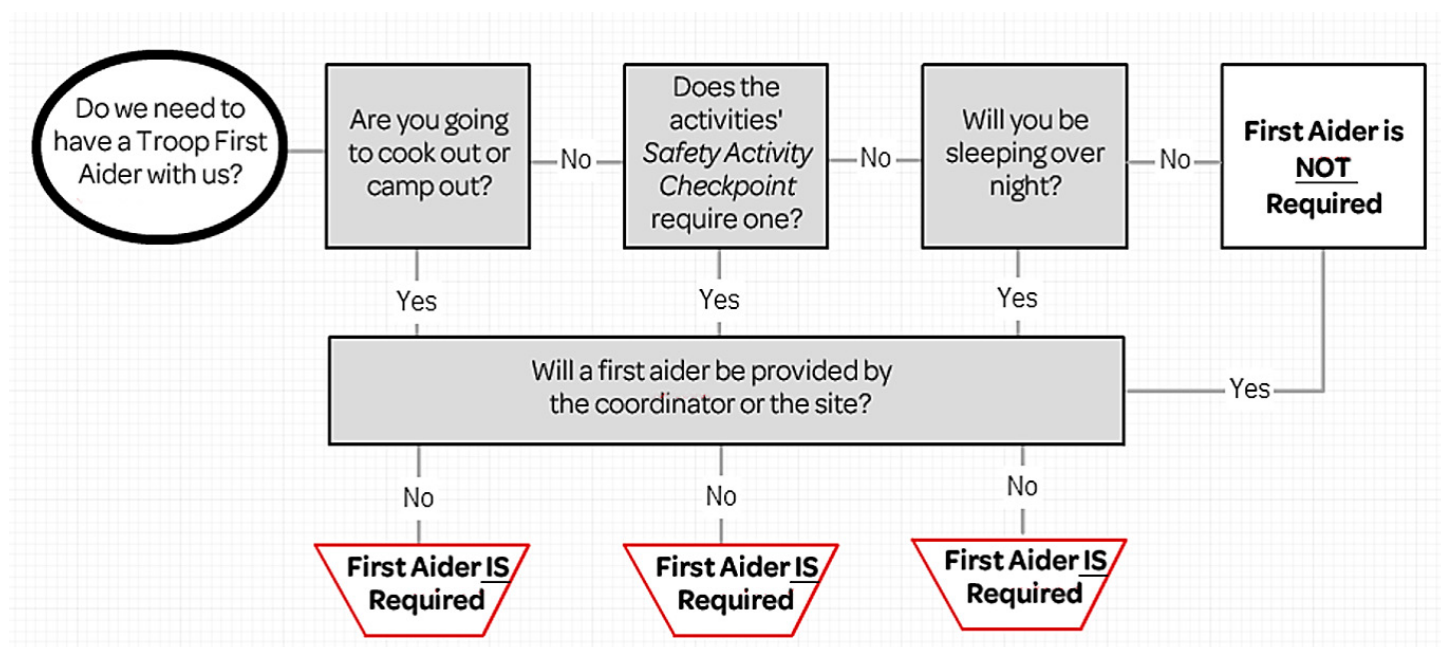


First Aid and CPR

A troop first aider is an adult volunteer who has taken Girl Scout-approved first aid and CPR training that includes specific instructions for child CPR. First aid certifications must be valid at the time of service. Check our website, under “Events” for a list of upcoming classes. First aid training is a legitimate use of troop funds, and training grants to cover the cost are also available.

When Do I Need a Troop First Aider?

Use your best judgement to determine if your troop needs a first aider present. We strongly recommend having a Level 1 first aider at all times, but one must be present for overnights, physically demanding activities and events with potential for injury such as camping or high adventure activities. Be sure to review the Safety Activity Checkpoints for your particular activity to see if a first aider is required. If a first aider is required for a certain activity, but will be provided by the vendor at the site or the coordinator of the event, then you may not need to bring your own. Be sure to check with the host when registering.



When Do I Need Additional Support?

Some events require additional support to ensure the safety of all attending. Typically, this will be a first aid station or a Level 2 first aider.

A first aid Station consists of:

- A fixed location
- An assigned certified Level 1 first aider
- A first aid kit

A Level 1 first aider and first aid station are required:

- At sleep-away camp
- During an event with 200 or more participants

A Level 2 first aider is required:

- When activity is located in a place where there will be a delayed access of 30 minutes or more to emergency medical services (EMS)
- If the Safety Activity Checkpoint indicates that one is required

First Aid Training Options

In addition to the first aid courses offered by our Council, courses containing the following elements are accepted:

- Basic first aid, AND
- Adult AND child CPR training, including a “hands-on” skills demonstration **even if the course is hosted online**, AND
- AED training

The information is often found printed on the course materials or website of the local organization that hosts these classes. The chart below contains some pre-approved organizations. Any questions can be directed to avdaa@gscnc.org.

Organization	Choices of courses covering Level 1 first aider requirements	Choices of courses covering Level 2 first aider requirements*
Emergency Training Resources (Nation's Capital preferred provider)	Standard Adult & Pediatric First aid, CPR & AED (Level 1)	Level 2 First Aid or Wilderness First Aid
American Heart Association	Heartsaver First Aid CPR AED With Pediatric CPR AED Module	N/A
American Red Cross (ARC)	Adult and Pediatric First Aid/CPR/AED	Wilderness and Remote First Aid
American Safety and Health Institute (ASHI)	CPR, AED, & First Aid Combo	Basic Wilderness First Aid
Medic First Aid International	PediatricPlus	N/A
Center For Wilderness Safety	N/A	Wilderness First Aid
NOLS	N/A	Wilderness First Aid

**A Level 1 first aider is trained in basic first aid and CPR, whereas a Level 2 first aider is trained in and knowledgeable about how to respond to emergencies when Emergency Medical Services is more than 30 minutes away. Wilderness first aid is not required; rather, it can serve as an acceptable substitute for our Council's Level 2 class.*

Medical Professionals as First Aiders

In addition, the following certified and or licensed healthcare providers may also serve as Level 1 or Level 2 first aiders for the troop: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician.

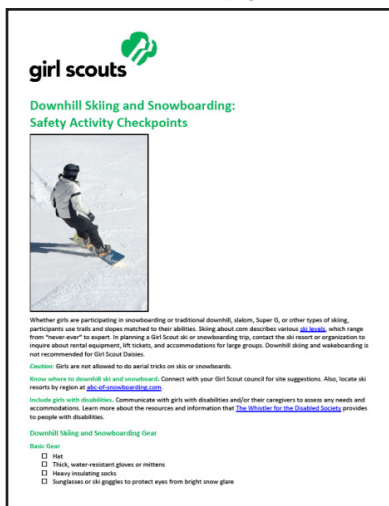
First Aid Kits

Make sure a general first aid kit is available at your troop meetings and carry it with you when you leave the site. American Red Cross and other websites offer suggestions for kit contents if you are making your own. Commercial kits are also widely available in stores and online. Troop leaders should gain parent permission for use of over-the-counter medication, which should be purchased with troop money.



Using Safety Activity Checkpoints

When preparing for any activity with girls, start by reviewing the Safety Activity Checkpoints manual to determine the specific safety guideline for the planned activity. This is located at www.gscnc.org/forms



In Safety Activity Checkpoints, you'll find:

- Girl Scout Activity Safety Standards and Guidelines with requirements for adult supervision, permission slips, preparation, field trips and overnight trips, and other vital information
- Activities that are not permitted by GSUSA, and actions that girls and volunteers should not take
- Policies surrounding chartered aircraft trips and aviation
- First-aid and overall health information you'll need from the girls
- Standards for well-being and inclusivity, including working with girls with disabilities and ensuring emotional safety
- A breakdown of specific activities—such as camping, internet use, and water sports—and their individual safety checkpoints

Activities Prohibited in Our Council

- Aerial tricks on bicycles, skis, snow boards, skateboards, and water skis
- Bungee jumping
- Firearm possession, presence and use
- Flying in small planes, helicopters, sailplanes and blimps
- Hang gliding
- High-altitude climbing
- Hot air ballooning (except tethered)
- Hunting
- Paintball (except target)
- Parachuting
- Parasailing
- Personal watercraft
- Riding motor bikes, all-terrain vehicles
- Skydiving (outdoor)
- Trampolining (outdoor)
- Watercraft trips in Class IV and above (exception: whitewater rafting in Class IV is permitted)
- Zorbing

High Adventure Activities and Certificates of Insurance

The Council considers some activities to be *High Adventure*. These activities require parents to give written permission, either through an email, form, or release. The vendor must be on the Council vendor list and provide a certificate of insurance in order to be approved. For a list of vendors that have already provided proof of insurance, call the Camping department 202-534-3793 or view it online at www.gscnc.org/highadventure

For additional information on how to add a new vendor to the list, see page 60.

Approved Activities at a Glance

On the next three pages you'll find an overview of approved activities by program level, as well as whether they require a certificate of insurance. Levels with an asterisk (*) for a given activity may require additional safety precautions or adaptations. Check the specific Safety Activity Checkpoint for more details.

Activities at a Glance	Daisies	Brownies	Juniors	Cadettes	Seniors	Ambassadors	Certificate of Insurance Required When Using a Vendor
Amusement Parks	D	B	J	C	S	A	Not Required
Aerial Fitness				C	S	A	Required
Animal Interaction and Adventure	D	B	J	C	S	A	Not Required
Backpacking	*D	*B	J	C	S	A	Required
Bicycling	D	B	J	C	S	A	Required
Camping	D	B	J	C	S	A	Not Required
Climbing and Adventure							
Challenge Courses	*D	*B	J	C	S	A	Required
Climbing and Rappelling	*D	*B	J	C	S	A	Required
Recreational Tree Climbing			J	C	S	A	Required
Zip Lining		*B	J	C	S	A	Required
Computer and Internet Use	D	B	J	C	S	A	Not Required
Internet Safety Pledge	D	B	J	C	S	A	
Virtual Troop Meetings	D	B	J	C	S	A	Not required
Cookie and Product Sales	D	B	J	C	S	A	Not Required
Cross-Country Skiing	*D	B	J	C	S	A	Required
Downhill Skiing and Snowboarding	D	B	J	C	S	A	Required
Fencing	D	B	J	C	S	A	Required
Fishing and Ice Fishing	D	B	J	C	S	A	Not Required
Geocaching	*D	B	J	C	S	A	Not Required
Go-Karts			*J	C	S	A	Required
Hayrides	D	B	J	C	S	A	Required
Hiking	D	B	J	C	S	A	Not Required
Horseback Riding	*D	B	J	C	S	A	Required

Activities at a Glance	Daisies	Brownies	Juniors	Cadettes	Seniors	Ambassadors	Certificate of Insurance Required When Using a Vendor
Ice Skating and Roller Skating	D	B	J	C	S	A	Not Required
Indoor Skydiving			J	C	S	A	Required
Indoor Trampoline		B	J	C	S	A	Required
Inflatables							
Aquatic Bounces and Slides		B	J	C	S	A	Required
Aquatic Climbing Walls			J	C	S	A	Required
Bounce Houses	*D	B	J	C	S	A	Required
Log Rolling		B	J	C	S	A	Required
Bubble Soccer			J	C	S	A	Not Required
Land Sports (See Miscellaneous SAC)	D	B	J	C	S	A	Not Required
Laser Tag (See Miscellaneous SAC)	D	B	J	C	S	A	Required
Offshore Water/Large Passenger Vessels	D	B	J	C	S	A	Required
Orienteering			J	C	S	A	Not Required
Outdoor Cooking	D	B	J	C	S	A	Not Required
Paddle Sports							
Canoeing	*D	B	J	C	S	A	Required
Corcl Boats		B	J	C	S	A	Required
Kayaking		B	J	C	S	A	Required
Row Boating	*D	B	J	C	S	A	Required
Standup Paddle Boarding			J	C	S	A	Required
Whitewater Rafting		*B	**J	C	S	A	Required
Parades and Other Large Group Gatherings	D	B	J	C	S	A	Not Required
Pocket Knife and Jackknife Safety	D	B	J	C	S	A	Not Required
Sailing		B	J	C	S	A	Required

Activities at a Glance	Daisies	Brownies	Juniors	Cadettes	Seniors	Ambassadors	Certificate of Insurance Required When Using a Vendor
Scuba Diving				C	S	A	Required
Segway (See Miscellaneous SAC)				C	S	A	Required
Skateboarding (See Miscellaneous SAC)		B	J	C	S	A	Not Required
Sledding, Tobogganing, and Snow Tubing	D	B	J	C	S	A	Required
Snorkeling			J	C	S	A	Required
Snowshoeing	D	B	J	C	S	A	Required
Spelunking/Caving			J	C	S	A	Required
STEM, Arts, Crafts (See Miscellaneous SAC)	D	B	J	C	S	A	Not Required
Surfing			J	C	S	A	Required
Swimming	D	B	J	C	S	A	Required
Target Sports							
3-D Archery			J	C	S	A	Required
Archery		B	J	C	S	A	Required
Knife Throwing				C	S	A	Required
Slingshot	D	B	J	C	S	A	Required
Target Paintball		B	J	C	S	A	Required
Tomahawk/Hatchet Throwing				C	S	A	Required
Tethered Balloon Rides			J	C	S	A	Required
Tools – Hand and Power	D	B	J	C	S	A	Not Required
Travel/Trips	D	B	J	C	S	A	Required
Tubing			J	C	S	A	Required
Waterskiing and Wakeboarding			J	C	S	A	Required
Windsurfing/Sail Boarding			J	C	S	A	Required

Girl Scout Activity Insurance

All registered girls and adult members are automatically covered under the basic plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA. The basic plan is effective during the regular fiscal year (October to the following October). This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, except activities lasting more than two consecutive nights (a third night is covered for any official federal holiday). Coverage begins after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by basic coverage.

This insurance coverage is not intended to diminish the need for or replace family health insurance. When \$140 in benefits have been paid for a covered accident, medical, or dental expense, any subsequent benefits for the same accident will be payable only for expenses incurred that aren't compensable under another insurance policy or service contract. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available.

Extended Activity & Non-Registered Girl Scout Insurance

The Council requires troops/groups to purchase additional insurance when the Girl Scout activity either:

- Involves participants who are not registered members of Girl Scouts. (Please note: This includes any individual who will be attendance at a Girl Scout event or trip who is not currently a member of Girl Scouts – siblings, parents, classmates, helpers, public attendees, etc.), or
- Lasts longer than three days and two nights (three consecutive nights when one of the nights is a federal holiday)

Available Insurance Plans		
Plan 2	\$0.11 per day per participant	Provides secondary accident coverage if the claimant has other health insurance; provides accident coverage if claimant has no health insurance. Available for non-members participating in a Girl Scout activity
Plan 3E	\$0.29 per day per participant	Provides secondary accident/sickness coverage if the claimant has other health insurance; provides accident/sickness coverage if claimant has no health insurance
Plan 3P	\$0.70 per day per participant	Provides primary accident and health coverage
Plan 3P1	\$1.17 per day per participant	Provides primary accident and health coverage and travel assistance services "safety net" 24 hours day. Available for international trips only.

For Plan 2, 3E, or 3P insurance requests, send check, itinerary, and roster to: Girl Scouts Nation's Capital, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008 ATTN: Human Resources, one week prior to the departure or event date. Include an email address, in order to receive a confirmation of coverage. Make checks payable to GSCNC. Payment can be made with credit/debit card by calling 202-274-3320. The same plan must be purchased for all participants and for the entire length of the trip/event. When figuring the premium multiply the # of days x # of people x premium (there is a \$5.00 minimum per enrollment). Rosters need to include name of participant, address, phone number, and troop emergency contact information.

When purchasing **Plan 2, 3E, or 3P for non-members** participating in a Girl Scout activity, please submit a roster of names prior to the event if possible, otherwise submit a roster within 5 days after the event. **Please Note:** You still have to send the initial request for insurance at least one week prior to the event date. Any requests sent on the day of or after the event date cannot be processed.

Please send the **initial request for Plan 3PI insurance at least four weeks prior** to the event date (this can include itinerary and roster). Rosters for Plan 3PI insurance must be received prior to the event date! Plan 3PI insurance cannot be processed without the roster. **Rosters for Plan 3PI insurance must include the names and ages of all participants.**

If you have any questions, please call the Human Resources department at 202-274-3320.

Review the Girl Scouts insurance plan here: www.mutualofomaha.com/girl_scouts_of_the_usa/index.html.

General Liability Insurance

Insurance, managed by the Council, provides coverage for volunteers in the event of a lawsuit resulting from the performance of their Girl Scout responsibilities, for example: conducting troop meetings, transporting girls to an event, participating in an approved activity, and serving as a troop first aider. This includes liability for bodily injury or property damage. This protection does not cover illegal acts or acts that are not consistent with the purpose of Girl Scouting.

Certificate of Liability Insurance

Many organizations require that we prove we have liability insurance before they will let us use their facility. To obtain a certificate for in-Council events, please call the Customer Care department at 202-274-3327 with the complete name and address of the facility, phone number, fax number, date of use, level of girls, number of girls and adults participating, and the person who is to receive the certificate. Girl Scout activity insurance forms, parent consent forms, and health histories may be included, as well. We will arrange with our insurance carrier to have the certificate sent directly to the appropriate person.

Transporting Girls Safely

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal meeting time or place—in which a group will be transported using private vehicles or private transportation the guidelines below must be followed. Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights.

Drivers

- Drivers must back into spaces unless prohibited by signage or law.
- Every driver of a private vehicle is expected to have a good driving record, a valid license, and a registered/insured vehicle.
- Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle—state laws must be followed, even if they are more stringent than the guidelines here.
- Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver's license (CDL).
- Girls may never drive other girls for field trips or other activities.
- Every driver is expected to be a registered member with a background screening.

Supervision

- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- If a group is traveling in one vehicle, there must be at least two unrelated, adult volunteers in the vehicle, one of whom is female, and the girl-to-volunteer ratios on page 15 be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, adult volunteers, one of whom is female, and the girl-to-volunteer ratios on page 15 must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- When using chartered transportation adult chaperones are required, in addition to the driver.

Vehicle Safety

- **Prohibited:** Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- **Restricted:** The use of 15-passenger vans is not recommended. If a 15-passenger van is used, it may transport a maximum of 12 passengers.
- When using chartered transportation, the carriers must be selected from the Council-approved vendor list.
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check the lights, signals, tires, windshield wipers, horns, and fluid levels before each trip and check them periodically on long trips.
- The driver and all passengers are required to wear seat belts at all times.
- The child restraint requirements of the jurisdiction(s) you are traveling in must be followed:
 - District of Columbia current law requires that children under eight years of age must be properly seated in an installed infant, convertible (toddler) or booster child seat, according to the manufacturer's instructions. Booster seats must be used with both lap and shoulder belts. (2012)
 - Maryland's current law requires that children under eight years old ride in an appropriate child restraint, unless the child is 4'9" or taller. (2012)
 - Virginia current law requires child restraint devices for children through the age of seven (until 8th birthday). There is no height or weight requirement associated with this law. The Virginia law is based solely on age. (2010)
 - West Virginia law requires that a child under the age of eight years must be secured in a child passenger safety device system. If a child is under the age of eight years and at least 4'9", a safety belt is sufficient. (2012)
- Drivers must not talk or text on a cell phone or other personal electronic device while driving. If talking is necessary, a hands-free device must be used.
- Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.
- Plan rest stops every few hours; if driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.

Rental Agreements and Contracts

- Written agreements required when renting or chartering transportation may be signed by an adult who is at least 21, and a registered member of GSUSA.
- When renting a vehicle, read all rental agreements to be sure you comply with their terms. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout-related.

Chartered Transportation

Certificates of insurance are required if a Girl Scout troop/group are leasing the entire bus. If purchasing a ticket to ride on a chartered bus, a certificate of insurance is not required.

Notes

[illegible]

Appendix: Camps at a Glance

Camp Aquasco at a Glance

<div>Emergency Evacuation Location:</div> <div>AQUASACAKE LODGE</div> <div>Camp Capacity = 204</div>	November 1 - April 1 Winter Site Use	Y	Y	Y		N	N	N	N	N	N	N	N	N	N	N	N	N	N
	Latrines				N	4	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	N
	Flush Toilets with Sinks		4	2	N														N
	Washstand						-	-	-	-	-	-	-	-	-	-	-		
	Water Year Round		Y	H			SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW		
	Water on site		Y	Y	N		C	C	C	C	C	C	C	C	C	C	C	N	
	Firesite		2	2															
	Picnic Shelter		Y	Y						Y	Y			Y	Y				
	Cook Shelter																		
	Primitive Site						Y	Y	Y		Y	Y	Y	Y	Y				
	Sleeping Structures			4,G															
	Fireplace		IN																
	Cots / Mattresses		-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-
	Stove/Microwave		G/E																
	Kitchen		Y																
	Type of Heat		G HVAC																
	# of Rooms		2																
	Lodge		Y																
	Overnight Capacity		40	24	-		20	20	20	20	-	20	20	20	20	20	20	-	
	Day Use Capacity		40	24	F		30	30	30	40	30	30	30	30	30	30	30	F	
COVID-19 CAPACITY OVERNIGHT		-	16	-													-		
COVID-19 CAPACITY DAY		-	24	F													F		
Electricity		Y																	
Wheel Chair Accessible		Y	Y						Y										
Price per Night		\$35	\$25	*		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	*		
Lodge Side		Total - 64	Aquasacake Lodge	Sunnyside Glens	Slingshot-Tomahawk Ranges	Farm Side	Cherry	Golden Valley	Hiker's Hill	Mary Rhomberg Pavilion	Pine	Star View	Sumac	Valley View	Slingshot-Tomahawk Ranges				

C=Close By
 G=Gas
 LM=Limited Mattresses
 M=Mattresses
 N=No
 O=Outside Fireplace
 SH=Shared
 SW=Seasonal Water
 Y=Yes
 *=Visit gscnc.org/highadventure

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020

girl scouts
nation's capital

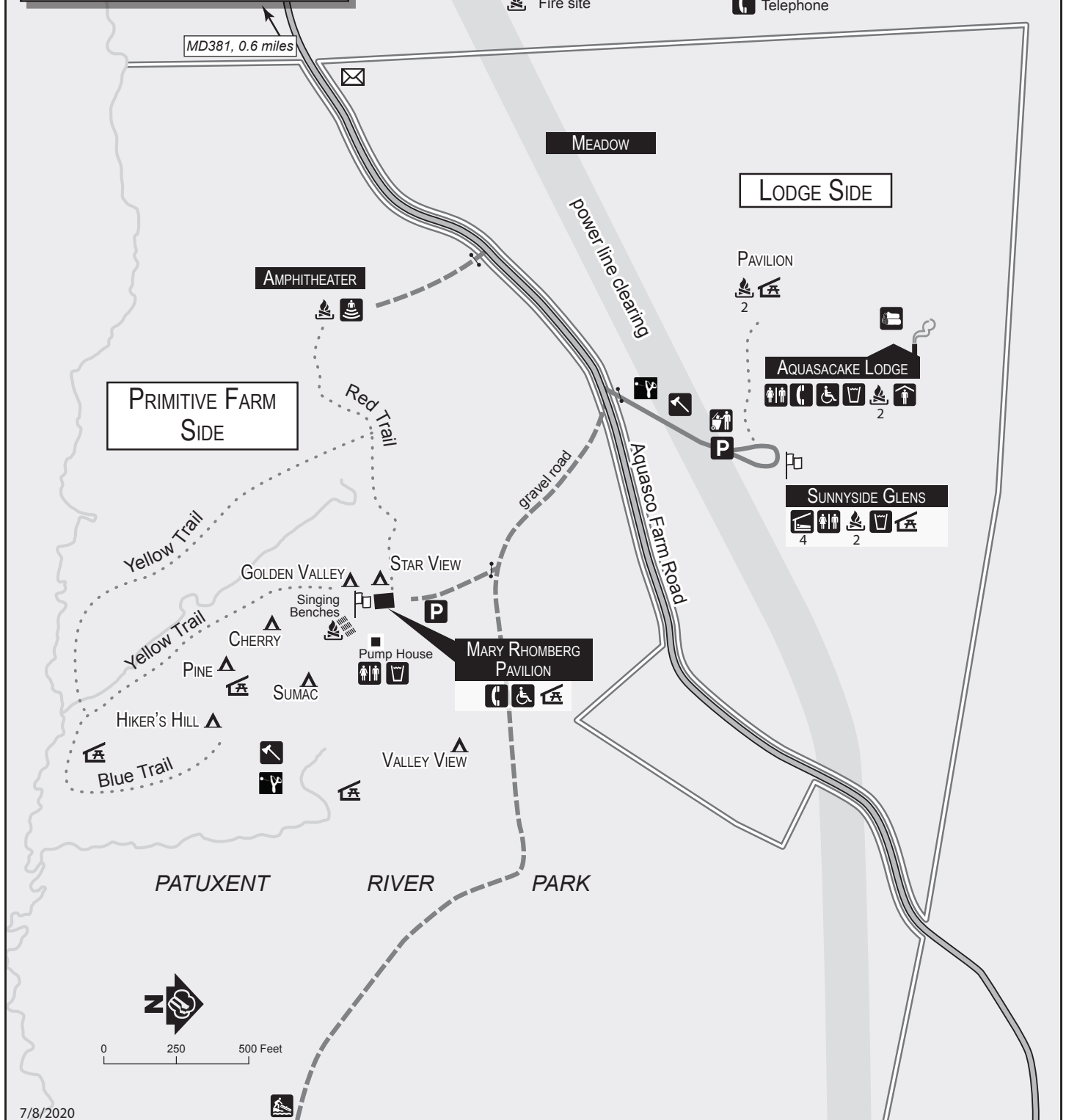
CAMP AQUASCO

Prince George's County, MD
17100 Aquasco Farm Road
Aquasco, MD 20608

MD5, 10.8 miles

Legend

- | | | |
|------------------------------|-----------------------|-----------------|
| Accessible | Glen shelter | Tomahawk Range |
| Amphitheater | Latrine/Restroom | Trail |
| Boat launch | Parking | Water |
| Caretaker mailbox | Picnic shelter | Woodshed |
| Dumpster | Primitive (tent) site | Slingshot Range |
| Emergency evacuation shelter | Roads and gate | |
| Fire site | Telephone | |



7/8/2020

Limited COVID-19 Capacity

Camp Brighton Woods at a Glance

120 Brighton Dam Road, Brookeville, MD 20833

Emergency Evacuation Location: BRIGHTON LODGE BASEMENT Camp Capacity = 225	Price per Night	Wheel Chair Accessible	Electricity	COVID-19 CAPACITY DAY	COVID-19 CAPACITY OVERNIGHT	Day Use capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Firesite	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	November 1 - April 1 Winter Site Use
Brighton Lodge	\$45	Y	Y	-	-	164	60	Y	4	G	Y	E	LM	IN				2	1	Y			7		Y
Crow's Nest	\$10					20	20						-			Y		Y	1	C		SH, SW		C	Y
Deer Run	\$25			24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Fawn Glen	\$10					16	16						-			Y**		Y	1	Y	SW	SW		Y	Y
Friendship Lodge	\$35	Y	Y	-	-	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y
Hemlock Glen	\$25			24	16	24	24						-		4, GS			Y	4	Y	SW	SW		Y	Y
Highland	\$10					20	20						-					Y	2	Y	Y	Y		Y	Y
Hillside	\$25	Y		24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Laurel Hill	\$25			24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Meadowside Lodge	\$35	Y	Y	-	-	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y
Mohawk	\$25	Y		24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Old Smoky	\$25			24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Pines	\$25			24	16	24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Archery Range at Creekside	*			F	-	F	-						-					Y		N			C	N	Y
Slingshot-Tomahawk Ranges	*			F	-	F	-						-							N				N	N

C=Close By
CM=Cots with Mattresses
E=Electric
F=Facilitator Determined

LM=Limited Mattresses
M=Mattresses
N=No
O=Outside Fireplace

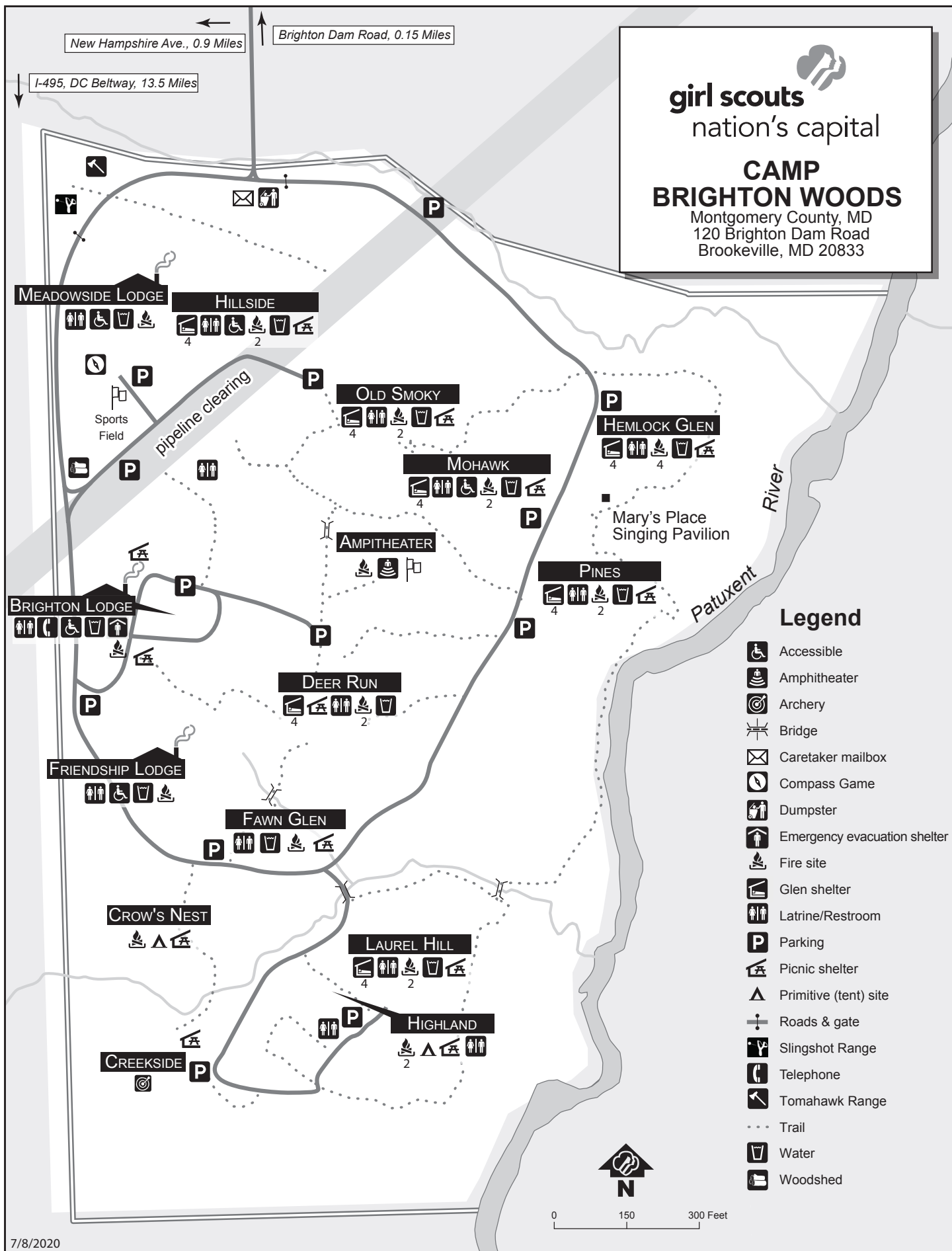
P=Platform Tents
SH=Shared
SW=Seasonal Water
T=Treehouses

Y=Yes
*=Visit gscnc.org/highadventure
**=Teepees removed

Corrections may be sent to tworchester@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020



Limited COVID-19 Capacity

Camp Coles Trip at a Glance

Aquia Side: 134 Paynes Lane, Stafford, VA 22554

Arrowhead Side: 2421 Courthouse Road, Stafford, VA 22554

Emergency Evacuation Location: AQUIA: WHITE HOUSE BASEMENT ARROWHEAD: LODGE BASEMENT Camp Capacity = 403 Aquia Side Total = 179	November 1 - April 1 Winter Site Use																									
	Latrines																									
	Flush Toilets with sinks																									
	Washstand																									
	Water Year Round																									
	Water on site																									
	Firesite																									
	Picnic Shelter																									
	Cook Shelter																									
	Primitive Site																									
	Sleeping Structures																									
	Fireplace																									
	Cots / Mattresses																									
	Stove/Microwave																									
	Kitchen																									
	Type of Heat																									
	# of Rooms																									
	Lodge																									
	Overnight Capacity																									
	Day Use Capacity																									
	COVID-19 CAPACITY OVERNIGHT																									
	COVID-19 CAPACITY DAY																									
	Electricity																									
	Wheel Chair Accessible																									
	Price per Night																									

C=Close By
 CM=Cots with Mattresses
 CW=Covered Wagons
 E=Electric
 F=Facilitator Determined
 G=Gas
 GS=Glen Shelter
 H=All Year Hydrant
 IN=Inside Fireplace
 M=Mattresses
 N=No
 O=Outside Fireplace
 P=Platform Tents
 SH=Shared
 SW=Seasonal Water
 Y=Yes
 *=Visit gscnc.org/highadventure
 COVID-19 capacities could change due to CDC compliance.
 Corrections may be sent to tworchester@gscnc.org
 Property 06/30/2020

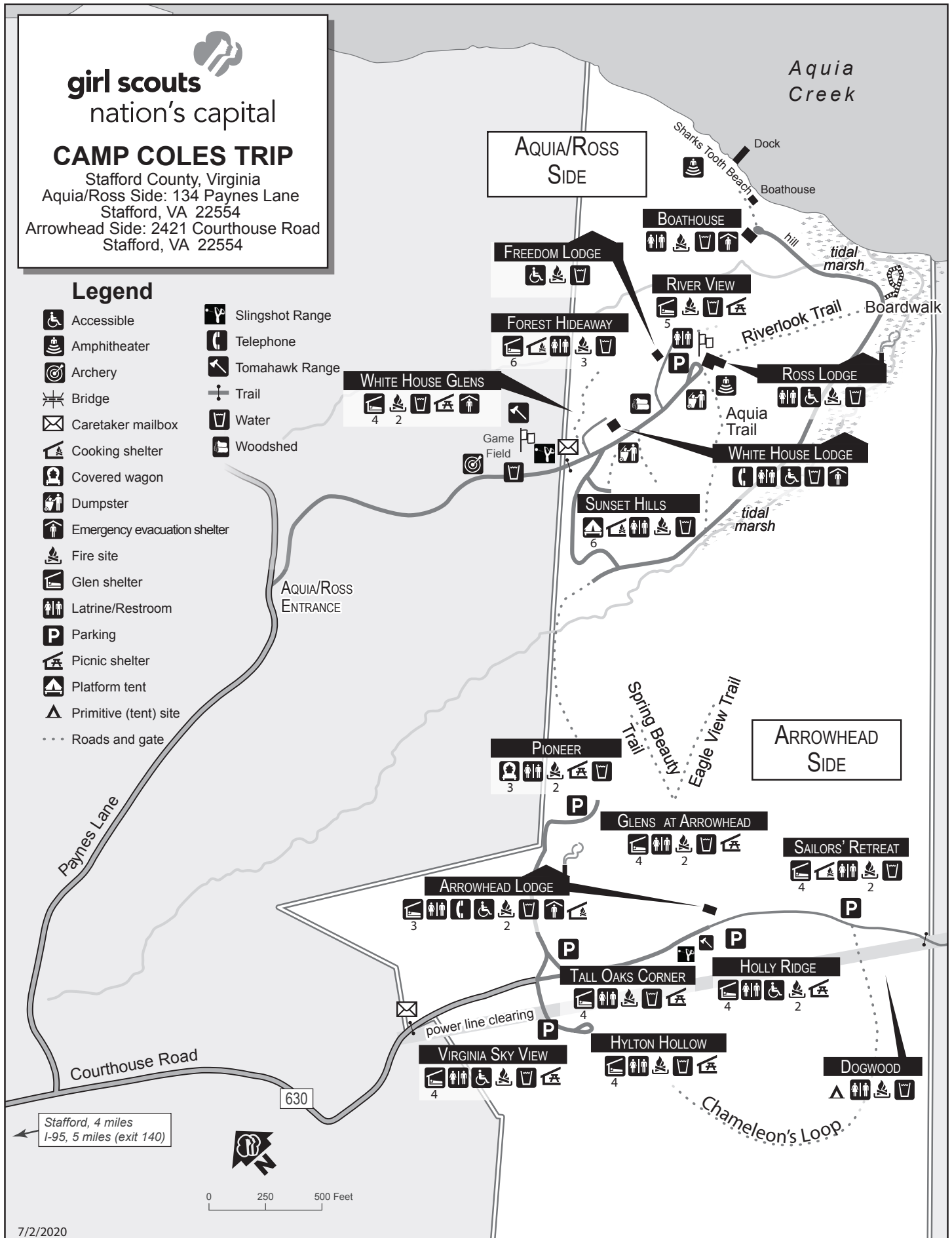


CAMP COLES TRIP

Stafford County, Virginia
Aquia/Ross Side: 134 Paynes Lane
Stafford, VA 22554
Arrowhead Side: 2421 Courthouse Road
Stafford, VA 22554

Legend

- | | | | |
|--|------------------------------|--|-----------------|
| | Accessible | | Slingshot Range |
| | Amphitheater | | Telephone |
| | Archery | | Tomahawk Range |
| | Bridge | | Trail |
| | Caretaker mailbox | | Water |
| | Cooking shelter | | Woodshed |
| | Covered wagon | | |
| | Dumpster | | |
| | Emergency evacuation shelter | | |
| | Fire site | | |
| | Glen shelter | | |
| | Latrine/Restroom | | |
| | Parking | | |
| | Picnic shelter | | |
| | Platform tent | | |
| | Primitive (tent) site | | |
| | Roads and gate | | |



Limited COVID-19 Capacity

Camp Crowell at a Glance

10900 Vale Road, Oakton, VA 22124 and 10899 Justin Knoll Road, Oakton, VA 22124

135 Maximum Camper Capacity = Some Units Removed from Reservations = Contact Camping Services

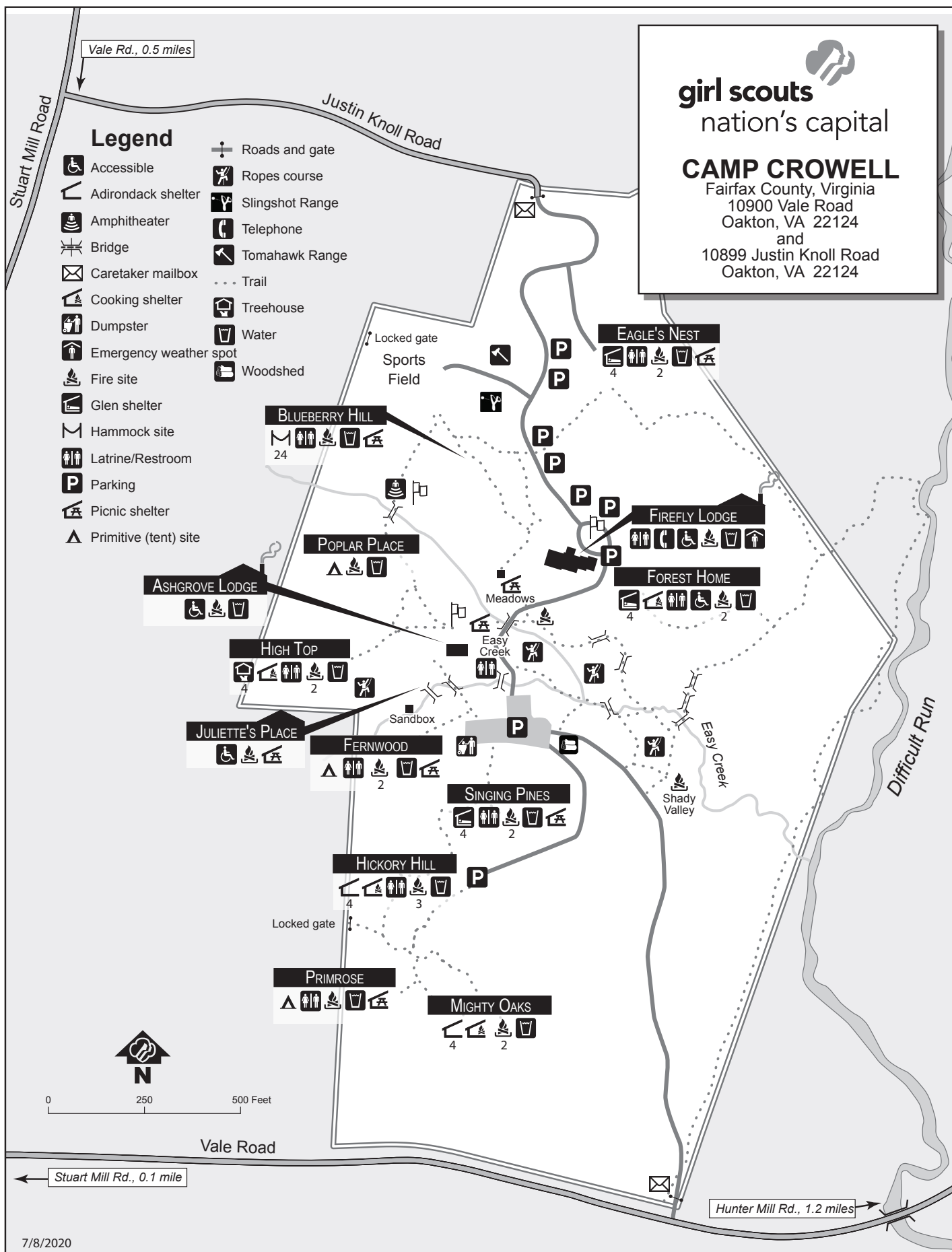
Emergency Evacuation Location: FIREFLY LODGE BASEMENT Camp Capacity = 135	November 1 - April 1 Winter Site Use	Y																							
	Latrines	SH	SH	Y	SH	SH							Y	Y										SH	N
	Flush Toilets with sinks														4										N
	Washstand	SH,SW	SH,SW	SW	SH											SH,SW								SH	
	Water Year Round	Y	H	H											Y										
	Water on site	Y	Y	Y											Y										
	Fire site	1	1	2	SH										1										
	Picnic Shelter		Y	Y	Y										2										
	Cook Shelter														3										
	Primitive Site		24,HM																						
	Sleeping Structures			4,GS																					
	Fireplace	IN																							
	Cots / Mattresses	-	-	-	-	-	-	-							O	4,GS									
	Stove/Microwave	G/E													O	4,A									
	Kitchen	Y													O	4,T**									
	Type of Heat	G																							
	# of Rooms	1																							
	Lodge	Y																							
	Overnight Capacity	15	24	16	-	10	30	16																	
	Day Use Capacity	15	24	16	-	10	30	16																	
	COVID-19 CAPACITY OVERNIGHT	-	24	16	-		-	16								12	-								
	COVID-19 CAPACITY DAY	-	24	16	-		-	16								12	-								
	Electricity	Y																							
	Wheel Chair Accessible	Y																							
	Price per Night	\$35	\$15	\$25	-	\$10	\$45	\$25	-							\$25	\$35	-							
Ashgrove Lodge																									
Blueberry Hill Hammocks																									
Eagle's Nest																									
Easy Creek																									
Fernwood																									
Firefly Lodge																									
Forest Home																									
Hickory Hill																									
High Top																									
Juliette's Place Lodge																									
Meadows																									
Mighty Oaks																									
Poplar Place																									
Primrose																									
Singing Pines																									
Challenge Course																									
Slingshot-Tomahawk Ranges																									

A=Adirondack Shelters
 B=Bunk House
 C=Close By
 CM=Cots with Mattresses
 CW=Covered Wagons
 E=Electric
 F=Facilitator Determined
 G=Gas
 GS=Glen Shelter
 H=All Year Hydrant
 HM=Hammocks
 IN=Inside Fireplace
 LM=Limited Mattresses
 M=Mattresses
 N=No
 O=Outside Fireplace
 P=Platform Tents
 SH=Shared
 SW=Seasonal Water
 T=Treehouses
 Y=Yes
 *=Visit gscnc.org/highadventure
 **=Small Treehouses
 ***=Teepees Removed

Corrections may be sent to tworchester@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020



Limited COVID-19 Capacity

Camp May Flather at a Glance

23 Camp May Flather Road, Solon, VA 22843

Emergency Evacuation Location: DINING HALL Camp Capacity = 288	Price per Night	Wheel Chair Accessible	Electricity	COVID-19 CAPACITY DAY	COVID-19 CAPACITY OVERNIGHT	Day Use Capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Firesite	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	October 15 - April 15 Winter Site Use
Health Center		N	Y			0	0	Y	3	N	N	N	-	N						Y	SW		1		N
Dining Hall	\$35	Y	Y	-	-	150	40	Y	1	N	Y	E	-	IN						Y	SW	SW	1	SH	N
Frontier	\$25		Y	56	28	56	35	Y	1	N	N	N	CM	IN	7,P				2	Y	SW	SW		Y	N
Shawnee	\$25		Y	56	24	48	30	Y	1	N	N	N	CM	IN	6,P				2	Y	SW	SW		Y	N
Sherando	\$25		Y	56	28	56	35	Y	1	N	N	N	CM	IN,O	7,GS		Y		2	Y	H	SW		Y	N
Sinewa	\$25		Y	56	28	56	35	Y	1	N	N	N	CM	IN	7,P				2	Y	SW	SW		Y	N
Spotswood	\$25		Y	56	28	56	35	Y	1	N	N	N	CM	IN	7,GS				2	Y	SW	SW		Y	N
Staff House	\$35		Y	-	-	12	12	Y	1	G	Y	Y	-	IN					1	Y	Y		1		Y
Stone Lodge	\$35		Y	-	-	30	30	Y	1	G	N	N	-	3						Y	H	SH,SW		SH	Y
Windy Hill	\$25		Y	56	28	56	35	Y	1	N	N	N	CM	IN	7,P				2	Y	SW	SH,SW		Y	N
Archery Range	*			F	-	F	-						-							N			N	N	
Low Challenge Course	*			F	-	F	-						-							N			N	N	
Slingshot-Tomahawk Ranges	*			F	-	F	-						-							N			N	N	

C=Close By G=Gas LM=Limited Mattresses P=Platform Tents *=Visit gscnc.org/highadventure
 CM=Cots with Mattresses GS=Glen Shelter M=Mattresses SH=Shared SW=Seasonal Water
 E=Electric H=All Year Hydrant N=No Y=Yes
 F=Facilitator Determined IN=Inside Fireplace O=Outside Fireplace

Corrections may be sent to tworchester@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020

Limited COVID-19 Capacity

Camp Potomac Woods at a Glance

13932 Potomac Woods Lane, Leesburg, VA 20176

Emergency Evacuation Location: KRESGE BASEMENT Camp Capacity = 485	November 1 - April 1 Winter Site Use		Y																							
	Latrines				Y																					
	Flush Toilets with Sinks		1																							
	Washstand				SW																					
	Water Year Round		Y		Y,H																					
	Water on site		Y		Y		N			Y	Y	N														
	Firesite		2		2					2	2	Y	1													
	Picnic Shelter									Y	2	Y	1													
	Cook Shelter									Y																
	Primitive Site						Y						24,HM													
	Sleeping Structures				6,GS																					
	Fireplace		N		IN					O																
	Cots / Mattresses		CM		-	CM				CM																
	Stove/Microwave		E		E		-			CM																
	Kitchen		Y		Y																					
	Type of Heat		G HVAC		G																					
	# of Rooms		3**		1																					
	Lodge		Y		Y																					
	Overnight Capacity		15	18	30	24	24	42	20	24	20	24	24	20	18	35	60	25	30	25	20	30	20	18	25	
	Day Use Capacity		20	18	30	24	24	42	20	24	20	24	24	20	18	35	90	25	30	25	20	30	20	18	25	
	COVID-19 CAPACITY OVERNIGHT		-	-	24	24	24	28	20	24	20	24	24	20	-	28	-	20	24	20	-	35	20	18	25	
	COVID-19 CAPACITY DAY		-	-	24	24	24	42	20	24	20	24	24	20	-	28	-	25	30	25	-	35	25	18	25	
	Electricity		Y		Y			Y									Y									
	Wheel Chair Accessible		Y					Y									Y									
	Price per Night		\$35	\$35	\$10	\$25	\$25	\$15	\$25	\$35	\$45	\$25	\$25	\$35	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	*

Emergency Evacuation Location: KRESGE BASEMENT Camp Capacity = 485	Abie's Lodge	Bluff Lodge (18 max) & Glen Shelters	Ferncliff	Forest Glen	Freddie Mac	Greenbrier Hammocks	Hill High	Knoll Lodge (18 max) & Randall Woods Glens	Kresge Multipurpose	Lost Corner	Maple Hollow	Mountford	Priscilla Oliver Picnic Shelter	Ridge Glen Shelters	Ridge Lodge	Sparky's Lodge	Tulip Poplar	Archery Range	Canoe-Kayak	Slingshot-Tomahawk Ranges

A=Adirondack Shelters
B=Bunk House
C=Close By
CM=Cots with Mattresses

H=All Year Hydrant
HM=Hammocks
IN=Inside Fireplace
LM=Limited Mattresses

M=Mattresses
N=No
O=Outside Fireplace
P=Platform Tents
SH=Shared

SW=Seasonal Water
T=Treehouses
Y=Yes

*=Visit gscnc.org/highadventure
**=Mostly Small Sleeping Rooms

Corrections may be sent to tworcrester@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020

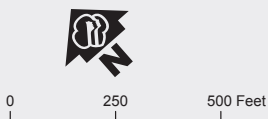
girl scouts
nation's capital

**CAMP
POTOMAC WOODS**

Loudoun County, Virginia
13932 Potomac Woods Lane
Leesburg, VA 20176

Legend

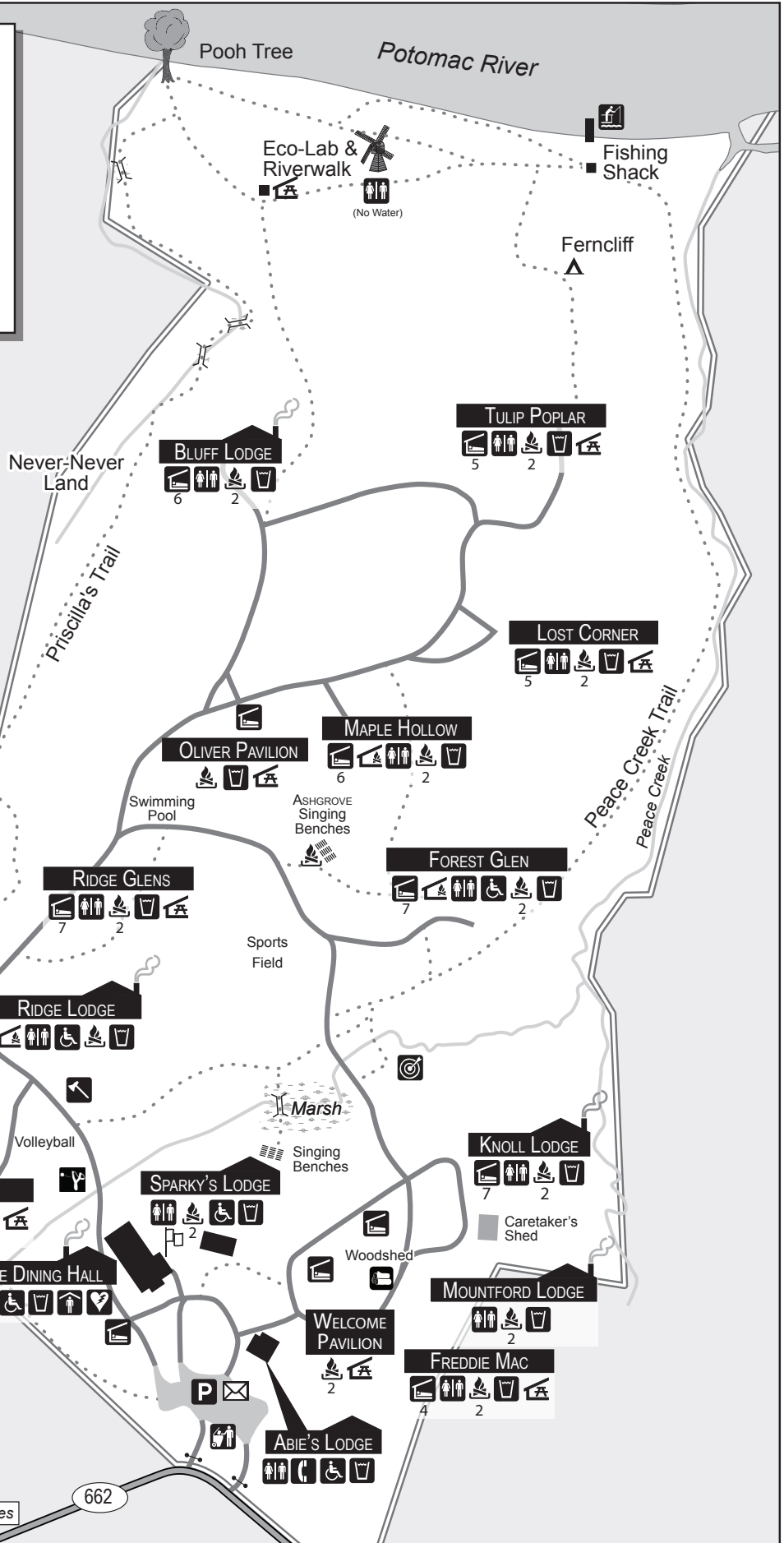
- Accessible
- Archery
- Bridge
- Caretaker mailbox
- Cooking shelter
- Dumpster
- Emergency evacuation shelter
- Fire site
- Fishing dock
- Glen shelter
- Hammock site
- Latrine/Restroom
- Parking
- Picnic shelter
- Primitive (tent) site
- Roads and gate
- Slingshot Range
- Telephone
- Tomahawk Range
- Trail
- Water
- Woodshed



US15, 3.3 miles

662

7/7/2020



Limited COVID-19 Capacity

Camp White Rock at a Glance

Address: 484 Pumphouse Road, Capon Bridge, WV 26711

Emergency Evacuation Location: ANY LODGE Camp Capacity = 251	Price per Night	Wheel Chair Accessible	Electricity	COVID-19 CAPACITY DAY	COVID-19 CAPACITY OVERNIGHT	Day Use Capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Firesite	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	October 15 - April 15 Winter Site Use
Bluff	\$25		Y	48	32	48	48						CM	O	8,P		Y		2	Y	H		4	Y
Buckskin Lodge (bunkbeds)	\$35	Y	Y	8	4	8	8	Y	3	E HVAC	Y	E	CM	N										Y
Chinkapin Lodge (bunkbeds)	\$35	Y	Y	8	4	8	8	Y	3	E HVAC	Y	E	CM	N					1	Y	Y		1	Y
Cooper Lodge	\$35	Y	Y	-	-	50	30	Y	2	E	Y	E	LM	IN				2	2	Y	Y	1	Y	Y
Dogwood Hammocks	\$15	Y	Y	36	16	36	16						-	O		16, HM	Y		2	Y	H		8, SH	Y
Dudley Dining Hall	\$45	Y	Y	-	-	125	50	Y	1	N	Y	E	-	IN					2	Y	Y		5	N
Hemlock	\$25	Y	Y	36	36	36	36						CM	O	9, GS		Y		2	Y	H		8, SH	Y
Infirmary	-	Y	Y			0	0	Y	2	E	Y	E	CM	N						Y	Y		1	Y
Pioneer Covered Wagons	\$25		4	40	20	40	40						CM	O	5, CW		Y		2	Y	H		8, SH	Y
Riverview Bunkhouse and Primitive Site	\$25	Y	Y	12	6	16	16			E HVAC			CM	O	1, B	Y	Y	3	3	Y	Y		4	Y
Scout House	\$35		Y	-	-	10	10	Y	4	E HVAC	Y	E	CM	N					1	Y	Y		1	Y
Shawnee Lodge	\$35		Y	-	-	10	10	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		1	Y
Sherwood Treehouses	\$25		Y	32	16	32	32						CM	O	4, T		Y	2	2	Y	H		8, SH	Y
Trillium (adult use only)	\$35	Y	Y	-	-	4	4	Y	3	E HVAC	Y	E	CM	N						Y	Y	N	C	Y
Archery Range	*			F	-	F	-						-							N		N	N	
Canoe-Kayak	*			F	-	F	-						-							N		N	N	
High Challenge Course	*			F	-	20	-						-							N		N	N	
Low Challenge Course	*			F	-	F	-						-							N		N	N	
Slingshot-Tomahawk Ranges	*			F	-	F	-						-							N		N	N	

B=Bunk House
 C=Close By
 CM=Cots with Mattresses
 CW=Covered Wagons
 E=Electric
 F=Facilitator Determined
 G=Gas
 GS=Glen Shelter
 H=All Year Hydrant
 HM=Hammocks
 IN=Inside Fireplace
 LM=Limited Mattresses
 M=Mattresses
 N=No
 O=Outside Fireplace
 P=Platform Tents
 SH=Shared
 SW=Seasonal Water
 T=Treehouses
 Y=Yes
 *=Visit gscnc.org/highadventure

Corrections may be sent to tworcaster@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020

girl scouts
nation's capital

CAMP WHITE ROCK

Hampshire County, West Virginia
484 Pumphouse Road
High View, WV 26711

Legend

- | | |
|------------------------------|-----------------------|
| Accessible | Fire site |
| Amphitheater | Glen shelter |
| Archery | Hammock site |
| Boat launch | Latrine/Restroom |
| Bridge | Parking |
| Bunkhouse | Picnic shelter |
| Caretaker mailbox | Platform tent |
| Cooking shelter | Primitive (tent) site |
| Covered wagon | Roads and gate |
| Dumpster | Ropes course |
| Emergency evacuation shelter | Slingshot Range |
| | Telephone |
| | Tomahawk Range |
| | Trail |
| | Treehouse |
| | Water |

Cacapon River

marsh

Quiet Place

US50, 1.5 miles

PIONEER
4 2

SHERWOOD
4 2

SCOUT HOUSE

Basketball Court

Boathouse / Equipment Shed

Singing Benches

Volleyball

TRILLIUM

Pool

Nature Center

INFIRMARY

DUDLEY DINING HALL

Wood shed

COOPER LODGE

BLUFF
8 2

HEMLOCK
9 2

DOGWOOD
16 2

CHINKAPIN

SHAWNEE LODGE

BUCKSKIN

RIVERVIEW
12 3

Whispering Falls

EMERGENCY EXIT ONLY



0 250 500 Feet

7/7/2020

Limited COVID-19 Capacity

Camp Winona at a Glance

6885 Winona Place, Hughesville, MD 20637

Emergency Evacuation Location: CAFRTZ BASEMENT Camp Capacity = 335	November 1 - April 1 Winter Site Use	N	Y	N	Y	N	N	N	N	Y	N	Y	Y	Y
	Latrines													
	Flush Toilets with Sinks	4,SW	5	2,SW	1	2,SW	4,SW	4,SW	2	2,SW	1			Y
	Washstand			SW		SW	SW	SW		SW	SW			
	Water Year Round	N	Y	H	Y	H	H	H	Y	H	Y	Y	Y	Y
	Water on site	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Firesite	2	1	2	1	2	2	2	2	2	1	1	1	
	Picnic Shelter	Y		Y	Y	Y	Y	Y	Y	Y			Y	
	Cook Shelter							Y						
	Primitive Site													
	Sleeping Structures	4,GS		4,GS		4,GS	4,GS	9,GS		4,GS				
	Fireplace		IN		IN			O	IN		N	IN	N	
	Cots / Mattresses	CM	LM	CM	LM	CM	CM	CM	LM	CM	-	LM	-	-
	Stove/Microwave		E		E				E		E	E	E	-
	Kitchen		Y		Y				Y		Y	Y	Y	
	Type of Heat		^E _{HVAC}		^E _{HVAC}				^E _{HVAC}		^E _{HVAC}	^E _{HVAC}	^G _{HVAC}	
	# of Rooms		3		3				2		1	3	1	
	Lodge		Y		Y				Y		Y	Y	Y	
	Overnight Capacity	24	50	24	24	24	24	49	32	24	12	25	16	-
	Day Use Capacity	24	130	24	30	24	24	49	40	24	20	30	20	F
	COVID-19 CAPACITY OVERNIGHT	16	-	16	-	16	16	36	-	16	-	-	-	-
	COVID-19 CAPACITY DAY	24	-	24	-	24	24	49	-	24	-	-	-	F
	Electricity	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	
	Wheel Chair Accessible	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	
Price per Night	\$25	\$45	\$25	\$35	\$25	\$25	\$25	\$35	\$25	\$35	\$35	\$35	*	
Aspen														
Cafritz Lodge														
Cedar Glens														
Cedar Lodge														
Chestnut														
Deer Crossing														
Holly 1 & 2														
Laurel Lodge														
Oakridge														
Promise Lodge														
Sassafras Lodge														
Sycamore Lodge														
Archery Range														
Canoe-Kayak														
Slingshot-Tomahawk Ranges														

C=Close By
CM=Cots with Mattresses
E=Electric
F=Facilitator Determined

G=Gas
GS=Glen Shelter
H=All Year Hydrant
IN=Inside Fireplace

LM=Limited Mattresses
M=Mattresses
N=No
O=Outside Fireplace

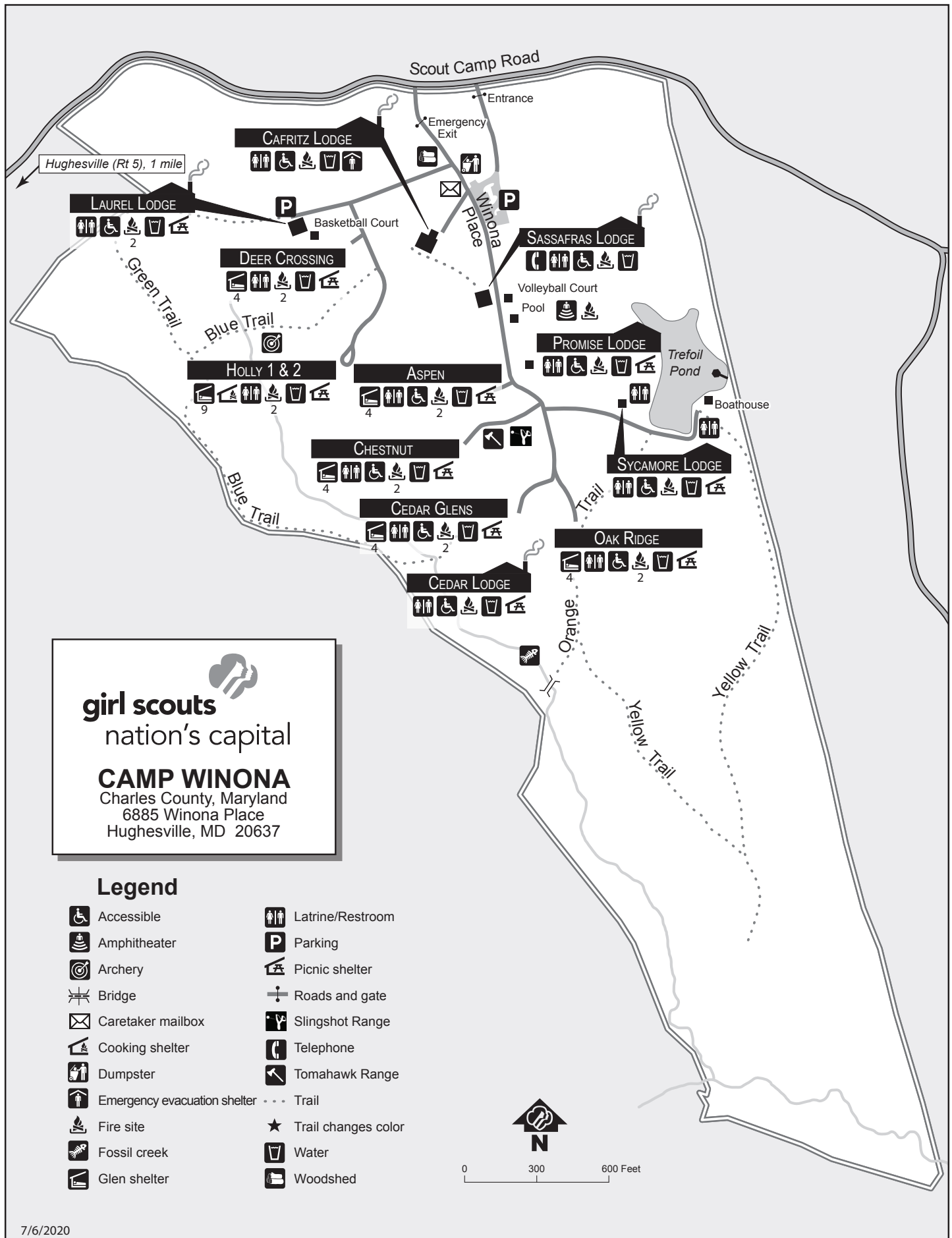
SH=Shared
SW=Seasonal Water
Y=Yes
*=Cost per Session

*=Visit gscnc.org/highadventure

Corrections may be sent to tworchester@gscnc.org

COVID-19 capacities could change due to CDC compliance.

Property 06/30/2020



7/6/2020

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Procedures for Accidents and Emergencies

In Case of Minor Illness

Call a parent to come for the child. If no one is available to pick up the child, an adult should take the child home. Assure that someone is home to care for the child. **DO NOT LEAVE A CHILD UNATTENDED.**

In Case of a Minor Accident

1. Immediately give first aid or find a first aider; transport the injured person to an emergency room, if necessary, and telephone parent.
2. Ask the parent to come to the site or meet at the emergency room, if appropriate. (If parents cannot be reached, call the person designated to act in emergency. Continue trying to reach the parents so they can assume responsibility for medical decisions.)
3. Record in writing:
 - Conditions existing at time of accident
 - Names and addresses of witnesses
 - Order of events following the accident
 - Medical attention, opinion or instructions received from parents
4. Notify the Council office as soon as possible (within 48 hours) by emailing customercare@gscnc.org.
5. Submit completed insurance forms and a copy of the record of the accident within five days.

In Case of a Serious Accident, Emergency or Fatality

1. Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, clergyman and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident.
2. In the event of fatality, always notify police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scouts Nation's Capital Marketing and Communications department.
4. Office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Council office: 202-237-1670 or 1-800-523-7898. Reverse the charges if necessary, stating that it is an emergency. After office hours and on weekends, call the **EMERGENCY ANSWERING SERVICE AT: 703-284-2332**.
5. Give the answering service detailed information regarding the emergency. Be sure to give the person answering your call your complete name, the number where you can be reached, your exact location and a description of the problem. Stay at the telephone. The answering service will alert the staff member who is on call and that person will be in contact with you immediately.
6. Do not make any statements - orally or in writing - which could be interpreted either as an assumption of, or rejection of, responsibility for the accident.

In Case of an Automobile Accident

1. Call the nearest law enforcement agency. A responsible adult must remain at the scene of the accident and ensure that nothing at the scene is disturbed until arrival of the law enforcement official.
2. Obtain the following information from the other driver(s) and on vehicle(s) involved. (This is in addition to the law enforcement agency that may be obtaining this information.)
 - Make of vehicle(s), year, color, state and license plate number(s).
 - Name and address, phone number and driver's license number of driver(s) involved and passengers' names and addresses and phone numbers.
 - Name of insurance company(s) covering driver(s)/vehicle(s) involved.
3. Record a brief description of what happened and the time it occurred. Make a sketch of the road situation where the accident occurred. Note the position of:
 - Vehicles
 - Weather
 - Visibility
 - Road hazards
 - Other pertinent information
 - Comply with all requirements regarding the submission of accident reports.
4. Prepare a written report and participate in other follow-up if asked by Council representative.

SHARE

is the way for individuals like our Girl Scout families and friends to help make Girl Scouting possible for all girls.

100%

of your donation to SHARE stays with our Council to support Girl Scouts and volunteers.

Camps | Programs | Financial Assistance | Volunteer Support

Find out more about each of these opportunities at gscnc.org/donate

✦ **Friendship Circle – Monthly Giving**

By giving monthly, you are a part of a group of dedicated donors who provide steady funding for Girl Scout programs year round. With the Friendship Circle, you can make a convenient automatic monthly contribution for as little as \$5-\$10 a month.

✦ **President's Circle**

When you donate \$1,000 or more for the year, you and a guest are invited to the President's Circle Dinner, hosted by the President of our Board, to thank you and reconnect you with Girl Scouts.

✦ **Major Gifts Society**

Join this prestigious society by making a multi-year commitment at the major gifts level.

✦ **Matching Gifts & Volunteer Grants**

When you contribute to Girl Scouts through your valuable time as a volunteer and/or through your generous donations, you may qualify for a Matching Gift or Volunteer Grant from your employer.

✦ **Car Donations**

Do you have an old or unwanted vehicle? You can donate it to Girl Scouts in support of SHARE.

✦ **Planned Gifts**

Join the Juliette Low Legacy Society with a gift of \$10,000 or more in a way that has a lasting impact with a bequest, gift of stock, life insurance, or charitable trust.

✦ **Troop Funds**

If your troop has remaining funds at the end of the year and wants to give back to Girl Scouts, you can talk to them about donating the money to SHARE to provide Girl Scouting to more girls.

